



Maiorano & Associates, Inc.

Income Tax Preparation Checklist

Personal Data

- Social Security Numbers {including spouse and children}
- Childcare provider: Name, Address and tax I.D. or Social Security Number
- Alimony paid: Social Security Number

Automobiles

- Personal property tax information

Employment & Income Data

- W-2 forms for this year
- Unemployment compensation: Form 1099-G
- Miscellaneous income including rent: Form 1099-MISC
- Partnership, S Corporation and trust income: Schedule K-1
- Pensions and Annuities: Form 1099-R
- Social Security/RR1 benefits: Form RRB-1099
- Alimony received
- Jury Duty Pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: form 1099-G

Homeowner

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Sale of your home or other real estate: form 1099-S
- Second mortgage interest paid
- Real estate taxes paid
- Moving expenses

Financial Assets

- Interest income statements: Form 1099-INT and 1099-OID
- Divided income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

Expenses

- Gifts to charity (qualified written statement from charity for any single donation of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed expenses related to your job
- Investment expenses
- Job hunting expenses
- Job related education expenses
- Childcare expenses
- Medical savings accounts
- Adoption expenses
- Alimony paid
- Tax return preparation fees and expenses

Self-Employment Data

- Business income: Form 1099-misc and/or own records.
- Partnership SE income: Schedule K-1
- Business related expenses: receipts, other documents and own records
- Farm related expenses: receipts, other documents and own records
- Employment taxes and other business taxes paid for current year: payment records

Miscellaneous Tax Documents

- Federal, state and local estimated income paid for current year: estimated tax vouchers, cancelled checks and other payment records
- IRA, Keogh and other retirement plan contributions: if self-employed, identity as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable.