PERSONAL INCOME TAXES CHECKLIST

Income Items

- ✓ W-2s from Employers
- ✓ K-1s from Partnerships, S-Corps, Trusts, Estates
- ✓ 1099s from Banks, Investment Brokers, Gov't Agencies, Contract Employers, etc.
  - For 1099 Broker Statement, confirm cost basis has been provided or provide historical cost based on purchase documents
  - Gov't Agencies includes unemployment, state refunds & taxable disability
- ✓ Alimony received (social security required)
- ✓ Retirement income include pensions, social security benefits and IRA/401k distributions
- ✓ Cancellation of Debt
- ✓ Misc Income: Gambling winnings, scholarships, rewards, other income, etc.

Deduction Items

- ✓ Tuition Fees, Required Education Expenses, Student Loans
- ✓ Moving Expenses
- ✓ IRA Contributions
- ✓ Alimony Paid (social security required)
- ✓ Medical Expenses
- ✓ HSA Contributions
- ✓ Mortgage, Property / Real Estate Taxes/ Private Mortgage Insurance (PMI) Premiums
  - 1098 from Mortgage Lender may include all 3 if paid through escrow account
- ✓ Home Purchase / Refinance Documents, HUD Statements
- ✓ Personal Property Taxes
- ✓ Charitable Contributions
- ✓ UN- Reimbursed Job-Related Expenses
- ✓ Tax Preparation Fees
- ✓ Child & Dependent Care Expenses

Rental Property Items

- ✓ Rent received (this may have been received on Form 1099 Box1)
- ✓ Property expenses directly related to the renting & maintenance may include:
  - Mortgage interest, property taxes, management fees, repairs, supplies, advertising
- ✓ Vehicle and Mileage Log for business mileage expense
- ✓ HUDs/Closing Statements for purchases, refinances and/or sales
- ✓ Prior year depreciation schedules showing cost basis and service dates
- ✓ List of improvements, completion dates, values, if depreciated in earlier years
- ✓ Form 8542 or similar detailing any disallowed passive losses on your rental properties