

Tax Preparation Checklist

For Tax Year 2011

Personal Information

- Full Name, Social Security Number, and Birthdates for everyone in your household
- Amount of Alimony paid and ex-spouse's Social Security Number

Income

- W-2 Forms—employment, gambling winnings
- 1099 Forms—Pension or Annuity income, Social Security Income, Interest and Dividend Income, Stock or property sales Income, State Tax refunds, Self employment Income, Discharge of Indebtedness Income, Unemployment Income, Health Care Reimbursements
- Schedule K-1's—Partnership Income
- Alimony received and ex-spouse's Social Security Number
- Jury Duty Income
- Self Employment Income not reported on a 1099 Form
- Tips not reported to your employer
- Prizes and Awards received
- Other Income not reported elsewhere

Education

- 1098—T and 1098-E Forms—school Tuition
- Bills from the Institution that show what you paid or got loans to pay versus what was covered by financial aid
- Scholarships and fellowships

IRA's

- Amount Contributed for 2011
- Traditional IRA basis
- Value of IRA on Dec. 31, 2011

Self Employment/ Rental Property

- Records of Expenses
- Business Asset information for depreciation (cost, date placed in service)
- In home office information

Business Use of Vehicle

- Total miles driven for the year
- Total business miles (not commuting)
- Parking and Tolls paid

Itemized deductions

- Medical out of pocket costs (copays, RX, Insurance , mileage)
- State Income tax paid (other than wage withholding)
- Real Estate and personal property tax
- Vehicle Sales Tax
- 1098 Forms—mortgage interest paid
- Statement showing closing date of new home purchase and cost
- Cash donation statements or amounts
- Non-Cash Donation records
- Amount paid for your 2010 Tax return preparation
- Employment related expenses (dues, travel, uniforms, etc)
- Job hunting expenses
- Expenses related to your investments
- Safe Deposit box fees
- Receipts for energy improvements (windows, heat pump, etc)
- Casualty or theft losses and insurance reimbursements