



INCOME TAX PREPARATION CHECKLIST

This is only a checklist for tax preparation and not all items will apply to your specific situation. If you have information you feel is needed and not listed here, please feel free to include it as situations can change yearly. Anything beyond the scope of this list, you will be contacted as needed.

GENERAL INFORMATION	
<input type="checkbox"/>	Full names, Social Security numbers and date of birth for yourself, spouse and dependents
<input type="checkbox"/>	Tax returns from last 2 years (new clients only)
<input type="checkbox"/>	Bank routing and account numbers if requesting direct deposit of refund (voided check)
<input type="checkbox"/>	If you are divorced and claiming a deduction for a dependent, copy of divorce decree stating which years you are entitled to claim the dependent
INCOME	
<input type="checkbox"/>	W-2's for income from jobs
<input type="checkbox"/>	1099's of any type: 1099-INT, 1099-DIV, 1099-MISC etc
<input type="checkbox"/>	If you sold any stocks or securities, all relevant purchase (cost basis) information
<input type="checkbox"/>	Alimony, Social Security, Unemployment or any other sources of income
<input type="checkbox"/>	State or local income tax refunds from prior year
<input type="checkbox"/>	Rental property income if any
<input type="checkbox"/>	Any other miscellaneous income (Gambling income and losses, jury duty etc)
ITEMIZED DEDUCTIONS (SCHEDULE A)	
<input type="checkbox"/>	Medical expenses: prescriptions, doctors, dentists, eye care, medical insurance etc
<input type="checkbox"/>	1098-INT Mortgage interest statement
<input type="checkbox"/>	Real estate taxes paid
<input type="checkbox"/>	List of charitable contributions or receipts (dates, items, value)
<input type="checkbox"/>	Vehicle registration costs (tags) paid in prior year
<input type="checkbox"/>	Un-reimbursed job expenses
<input type="checkbox"/>	Misc. expenses: investment expense, safe deposit box, tax prep fees, job search expense
TAX CREDITS AND DEDUCTIONS	
<input type="checkbox"/>	Child care expenses (provider name, address, Tax ID and amount paid)
<input type="checkbox"/>	1098-T education tuition expense
<input type="checkbox"/>	1098-E Interest paid on student loans
<input type="checkbox"/>	Alimony paid (need SSN of recipient)
<input type="checkbox"/>	Health insurance coverage information. Indicate what kind of health insurance

	coverage you carry, how long you have carried it, whether it is employer or Marketplace coverage, and any of your dependents that are covered.
<input type="checkbox"/>	Health Savings Account information (amount withdrawn, amount used for health expenses)
<input type="checkbox"/>	IRA contributions
<input type="checkbox"/>	Rental property expenses and cost basis
<input type="checkbox"/>	Adoption expenses

The Magda Group