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Tax Preparation Checklist – Page 1

Personal Information

- Name, address, social security number and date of birth for you, your spouse, and your dependents
- Copy of last year's tax return if you are a new client
- Bank account number and routing number
- Completed current year client questionnaire and engagement letter for Burr Business Service

Information about your income

- W-2 Forms from employment
- Any 1099 Forms:
 - 1099-G for unemployment compensation/income or state or local tax refunds
 - 1099-NEC for independent contract work (or 1099-K if you're paid thru a third-party such as PayPal)
 - 1099-Misc for other income
 - 1099-Int, -DIV, -B, or K-1s for investment or interest income
- SSA-1099 for Social Security benefits received
- Alimony received
- Business or farming income
- Rental property income

Other possible income

- Business, partnership, S Corporation, trust, estate income
- Unemployment compensation
- Pension, annuity, stock, bond sales
- Gambling, lottery, prize winnings and losses
- Payments for jury duty
- Scholarships
- Taxable Health Savings Account distribution
- Self-employment income and tips
- Digital assets and/or cryptocurrencies
- Covid19 programs: PPP loan, Employee Retention Credit, grants, loans, etc.

Expenses and Adjustments to your income

- Alimony paid
- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts for tuition paid)
- For teachers: receipts for expenses paid for classroom supplies
- IRA and retirement contributions
- SEP, Simple, Keogh, and any other self-employed pension plan
- Medical, dental insurance costs including self-employed health insurance payments
- HSA or MSA contributions
- Home sold or purchased
- Receipts for qualifying energy-efficient home improvements (solar, windows, etc.)
- Estimated tax payments made to Federal and State government and dates paid
- Real estate and home property taxes



Tax Preparation Checklist – Page 2

Expenses and Adjustments to your income – Continued

- Business or farming expenses
- Rental property expenses
- Dependent and/or Childcare costs: provider's name, address, tax ID, and amount paid
- Education costs: Form 1098-T, education expenses
- Adoption costs: name, SSN of child along with records of legal, medical, and transportation costs
- Records of business use of home office expenses for self-employed
- Rental property income/expenses

If you itemize your deductions, you may also have:

Expenses

- Forms 1098: mortgage interest, private mortgage insurance (PMI)
- Investment and interest expenses
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property
- Medical & dental expense records

Taxes you've paid

- State & local income taxes paid
- Personal property taxes
- Vehicle license fees

Other info

- Estimated tax payment made during the year
- Prior year refund applied to current year and/or any amount paid with an extension
- Foreign bank account info

Notes & other items to discuss:
