Tax Return Preparation Checklist

Please note: Attached is a list of documents that you will need to gather in order for us to prepare your tax return. In addition, this list will assist you in gathering documents in order to complete your tax organizer (which can be provided in hardcopy or electronically), provided you have chosen to complete one.

- All W-2’s, W-2G’s
- All 1099's for interest, dividends, pension, IRA distributions/rollovers, state tax refunds, miscellaneous income, rental or royalty income, social security
- All investment or broker issued tax documents (1099-B). Also provide your year-end brokerage statements with detail of account activity and, if you have a fixed income (bond) portfolio, please provide transaction confirmations. These statements are important in performing a balance review and margin analysis.
- Assets purchased and expenses incurred for business or rental property
- K-1's from partnerships, S-Corporations or Trusts
- Medical expenses, dental or information related to Health Care Savings Accounts.
- Real estate tax statements for residence and other properties
- Auto license fees and other personal property taxes
- All 1098's or other statements for mortgage/home equity interest
- Closing statement for new mortgage or refinancing or sale of home
- Employee/job expenses not reimbursed
- Investment fees and expenses
- Other documents verifying deductions, such as student loan interest or tuition
- Charitable receipts and listing of donated items and associated values. Please note that you will need a statement from the charitable organization for contributions over $250.00.

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