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## CHECKLIST FOR PREPARATION OF TAX RETURN

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**PERSONAL INFORMATION SOCIAL SECURITY NUMBERS**

You \_\_\_\_\_

Your spouse \_\_\_\_\_

Dependents, if any \_\_\_\_\_

**CHILDCARE COSTS**

Cancelled checks or invoices

Provider's name \_\_\_\_\_

Provider's address \_\_\_\_\_

Provider's tax ID or social security number \_\_\_\_\_

**EDUCATIONAL COSTS**

Tuition bills or cancelled checks for post-high school education

**ADOPTION COSTS**

Social Security number or I.D. number of adopted child \_\_\_\_\_

Receipts or cancelled checks for:

Legal fees

Transportation

Other costs

**INCOME INFORMATION INCOME FROM JOBS**

W-2 forms for all employers for whom you and your spouse worked in 2002.

1099's forms

**INVESTMENT INCOME**

Interest income - Form 1099-INT

Dividend income - Form 1099-DIV

Proceeds from the sale of stocks, bonds, etc. - Form 1099-B

Confirmation slips or brokers' statements for all stocks, etc. that you sold in 2002

Schedule(s) K-1 (Form 1065) from investments in partnerships

Income from foreign investments – Amount of foreign taxes paid (you can find this on the brokers' statement) \_\_\_\_\_

Income from stock option exercises and sales:

Stock option agreement (showing type of options you received)

Stock option statement showing exercise prices of options

Form 1099-B for proceeds from stock sale

Sale of employee stock purchase plan shares:

Form 1099-B for proceeds from stock sale

Stock price on grant date \_\_\_\_\_

Stock price on purchase date \_\_\_\_\_

If stock sale occurred before qualifying period begins, Form W-2 showing "compensation income" from a disqualifying disposition

**INCOME FROM STATE AND LOCAL INCOME TAX REFUNDS**

Form 1099-G from state or local governments

State income tax return from 2001

City income tax return from 2001, if any

**ALIMONY**

Bank statements or record of deposits

**BUSINESS OR FARMING INCOME**

Books/accounting records for your business, OR:

Invoices or billings

Bank statements

Cancelled checks for expenses

Payroll records

**IN ADDITION YOU NEED:**

Invoices for major machinery, equipment, furniture, etc. purchases  
Logs or other records listing vehicle mileage  
Inventory records, if your business maintains an inventory of goods or materials

**IF YOU USE YOUR HOME FOR BUSINESS**

Square footage of your home office area \_\_\_\_\_  
Total square footage of your home \_\_\_\_\_  
Total rent paid, if home is rented \_\_\_\_\_  
Mortgage interest reported on Form 1098 \_\_\_\_\_  
Property tax payments from assessor's bill, cancelled checks, or impound records  
\_\_\_\_\_  
Homeowner's insurance premium payments \_\_\_\_\_  
Invoices for repairs and maintenance on your house  
Utility bills

**IRA/PENSION DISTRIBUTIONS**

Form 1099-R for payments from IRA or retirement plans  
Account summary form for the year for your IRA accounts, OR  
Deposit receipts and contribution records  
If you received a distribution from an IRA account – The most-recently filed  
Form 8606, if you made contributions to IRAs that weren't deductible on your  
return

**RENTAL PROPERTY INCOME**

Profit and loss statements from your property manager, OR  
Checkbook or cancelled checks for expenses  
Form 1099-Misc or other records for rental income paid to you  
Mortgage interest reported on Form 1098  
Property tax payments from assessor's bill, cancelled checks, or impound records  
Record of suspended rental losses from prior years (usually shown on last year's  
return)

**UNEMPLOYMENT INCOME**

Form 1099-G from your state unemployment agency, OR  
Unemployment check stubs and deposit records

**SOCIAL SECURITY BENEFITS**

Form SSA-1099

**INCOME FROM SALES OF PROPERTY**

If the property was sold in 2002:

Sales proceeds - Bill of sale, closing statement or other records  
Cost of the property you sold – Invoices, receipts, or cancelled checks  
Improvements made to the property – Invoices or construction contracts and  
cancelled checks

If the property was sold at a profit before 2002 on the installment basis:  
Previous year's return – Form 6252, Installment Sales  
Amount of principal collected on the installment note owed to you  
Amount of interest collected on the note  
Name, address and social security number of the buyer

**MISCELLANEOUS INCOME**

Jury duty pay records  
Form(s) W-2G for gambling and lottery winnings  
Receipts for all gambling purchases  
Form 1099-MISC for prizes and awards you received  
Form 1099-MSA for distributions from medical savings accounts  
Scholarship records (if you used the money for anything other than tuition, books, and supplies)  
Director's fees receipts if you received money for serving on a corporate board of directors

**ADJUSTMENTS IRA CONTRIBUTIONS**

Year-end account summary or bank statements

**STUDENT LOAN INTEREST**

Form 1098-E showing interest paid, OR  
Loan statements

**MEDICAL SAVINGS ACCOUNT CONTRIBUTIONS**

Account statements OR  
Cancelled checks

**MOVING EXPENSES**

Invoices from moving companies, OR  
Cancelled checks AND  
Paycheck stub for moving expense reimbursements

**SELF-EMPLOYED HEALTH INSURANCE**

Insurance premium bills, OR  
Cancelled checks

**KEOGH & SEP PENSION PLANS**

Year-end account summary, OR  
Cancelled checks

**ALIMONY**

Cancelled checks

**EDUCATOR EXPENSES**

Cancelled checks for expenses paid for classroom supplies, etc.

**ITEMIZED DEDUCTIONS MEDICAL AND DENTAL EXPENSES**

Medical bills or cancelled checks

Form SSA-1099 for Medicare premiums paid from your social security benefits

Year-end pay stub if premiums were paid through your wages (only if the deductions were after-tax)

Mileage records for trips to the doctor, clinics, etc.

**TAXES**

**STATE AND LOCAL INCOME TAXES:**

Last year's state income tax return

W-2s

Cancelled checks for state estimates paid

**REAL ESTATE TAXES:**

Tax collector bills or cancelled checks

Form 1098 or closing statement if you bought, sold, or refinanced property in the current year

**PERSONAL PROPERTY TAXES:**

Tax bills or cancelled checks

Automobile licensing bills, if fees are charged annually based on value

**INTEREST YOU PAID**

**HOME MORTGAGE INTEREST:**

Form 1098, OR

Your mortgage statement or bill for January, 2003

**POINTS:**

Form 1098 if you purchased a home in 2002

Your 2001 tax return if you refinanced in prior year

**INTEREST PAID ON INVESTMENT LOANS:**

Brokers' statements showing margin interest paid

Loan statements for loans taken out to purchase investments

**CHARITABLE DONATIONS**

**CASH DONATIONS:**

Charity bills, receipts, or cancelled checks

Records of the mileage incurred for charitable purposes (Scouts, etc.)

**DONATIONS OF PROPERTY:**

Receipts from charitable agency

Estimated value of property given \_\_\_\_\_

Appraisal fees for expensive donations \_\_\_\_\_

**OTHER CHARITABLE DONATIONS:**

Prior years' tax returns if you have unused charitable contributions (carry-overs) from earlier years  
Year-end paycheck stub if donations were paid through your wages

**CASUALTY AND THEFT LOSSES**

Description of property damaged or stolen  
Receipts or cancelled checks showing cost of property  
Insurance policy and insurance reports showing reimbursement  
Appraisal fees if applicable \_\_\_\_\_

**JOB EXPENSES**

Job travel information:

Invoices, receipts, or ticket stubs for transportation  
Mileage records per vehicle used  
Hotel bills  
Restaurant tickets showing name and address of establishment  
Parking fee receipts

Union dues – Paycheck stub for automatic withdrawals

Gifts to clients, etc. – Receipts showing date, cost, description

Supplies – Receipts or bills

Property purchased for use in your work – Invoices, receipts

Uniform and special clothing costs – Bills or paycheck stubs showing deductions

Seminar fees – Receipts or invoices

Professional publications and books – Receipts or invoices

Receipts for small tools and supplies you purchased

Job search expenses:

Long-distance call bills  
Resume costs (printing, mailing, resume service, etc.)  
Transportation bills and mileage records  
Employment agency fees  
Career counseling costs

Job-related educational expenses:

Tuition, fee, and book receipts for education that maintains or improves your present skills  
Transportation receipts  
Lodging receipts if you take classes away from home

**OTHER MISCELLANEOUS DEDUCTIONS**

Tax return preparation fees – Invoices or cancelled checks

Cost of tax return preparation software and books – Receipts or cancelled checks

Safe deposit box rental fees from bank invoice or statement \_\_\_\_\_

IRA custodial fees (if paid from a non-IRA account) \_\_\_\_\_

Payroll records for office workers managing your investments

Investment advice costs: invoices or bills

**INFORMATION ON HOUSEHOLD EMPLOYEES**

Wages paid during 2002 \_\_\_\_\_

Employee's social security number \_\_\_\_\_

**TAX PAYMENTS**

Quarterly estimated tax payments – Records showing the date paid and amount

If you applied a tax overpayment from 2001 to 2002 – your 2001 income tax return

If you filed for an extension for your 2001 tax return – Cancelled checks for payments you made with the extension

**DIRECT DEPOSIT INFORMATION**

If you want your refund deposited directly into your bank account, you need your:

Routing number from the lower left side of one of your checks (usually the first nine digits): \_\_\_\_\_

Bank account number from the bottom of check or on bank statement:

\_\_\_\_\_

**FOREIGN BANK ACCOUNT INFORMATION**

Name of financial institution \_\_\_\_\_

Location of financial institution \_\_\_\_\_

Account number \_\_\_\_\_