

Items Needed To File Your Tax Returns

What you should have in your Shoe Box!

Use this handy checklist to help ensure your tax preparer will have all the documents needed to complete your tax return accurately and quickly. You should also visit our updated Online Tax Guide for more information.

Personal Data

- Social Security Numbers (including spouse and children)
- Child care provider tax I.D. or Social Security Number and Address

Income Data

- W-2 forms
- Pensions and annuities
- Partnership and trust income
- Alimony received
- Jury Duty Pay
- State and local income tax refund
- Scholarships and fellowships
- Prizes and awards
- Gambling and lottery winnings

Financial Assets and Liabilities

- Interest income statements (form 1099-INT & 1099-OID)
- Dividend Income statements (form 1099-DN)
- Tax Refunds and unemployment compensation (form 1099-G)
- Proceeds from broker transactions (form 1099-B)
- Miscellaneous income (form 1099-MISC)
- Retirement plan distribution (form 1099-R)
- Student loan interest paid
- Early withdrawal penalties on CD's

Home and Rental Property Data

- Mortgage interest (form 1098)
- Home equity loan interest
- Real estate taxes paid
- Sale of your home or other real estate (form 1099-S)
- Rental property income
- Rental property expenses

Self-Employment Data

- K-1's on all partnerships
- Receipts and documentation for all business related expenses
- Farm Income
- Auto mileage log
- Home office square footage

Expense Documentation

- Charitable donations
- Unreimbursed business or volunteer work expenses
- Child care expenses
- Alimony paid
- Tax Return preparation fees
- Investment expenses
- Education expenses
- Job-hunting expenses
- Adoption expenses
- Moving expenses
- Medical expenses

Deductions

- IRA, SEP, SIMPLE and other retirement plan contributions
- Casualty and theft losses
- Medical savings accounts
- Energy Credit Expenditures

Year-end Items Needed for Tax Return Preparation

Business or Schedule C Filers

- Accountants Review Copy of your QuickBooks File (or your manual check registers and records if not using QuickBooks)
- Year-end Bank Statements for all open accounts, reconciled to books
- Year-end credit card statements for all open accounts, reconciled to books
- Year-end Loan Statements for all loans outstanding during year
- Last Four Quarterly Sales Tax Returns filed (or last one if Annual filer)

If you have Payroll:

- 941's and NYS-45's for all Four Quarters
- 940
- W-3
- Any notices received

Invoices for any large assets purchased

- All year end tax documents (1099's etc.)
- Any IRS or State notices received.

Auto Mileage (if applicable):

- Description of each vehicle used (Make & Year)
 - Total Mileage for the year (all miles including personal)
 - Number of miles that are Business Miles for the year.

Business Use of Home (if applicable):

- Total Sq. footage of home
 - Sq. footage of space dedicated to office use only
 - Mortgage Interest and Taxes (or Rent) paid for the year
- Utilities (not including phone)
 - Repairs and maintenance
 - Trash service
 - Insurance

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