

# **Tax Appointment Checklist**

- **Personal Information**

- Last year's income tax (if new client)
- Name, Address, Social Security Number, & Date of Birth for yourself, your spouse, and any dependents.
- Dependent Care Provider, Daycare Name, Address, Tax ID, and S.S.N., Amount Paid
- Banking Information if Direct Deposit is required.

- **Income Data Required**

- Wages and/or unemployment
- Self-Employment, cash income, tips
- Interest and/or Dividend Income
- Etsy and/or Paypal income
- State tax refund received
- VA benefits (not taxable but can have other impact on return)
- Pension, Annuity, Stock, or Bond Sales
- Partnership, Trust, or Estate Income
- Gambling or Lottery Winnings and Losses, Prizes, or Bonuses
- Alimony Income – Please include copy of a decree if one is not already on file.
- Rental Income and Expenses
- Foreign Income

- **Expense Data Required**

- Dependent Care Costs
- Education, Tuition Costs, and Materials Purchased – School Printout Form 1098T
- Medical & Dental
- Mortgage, Home Equity Loan Interest, and Mortgage Insurance Premiums
- Employment Related Expenses
- Gambling and Lottery Expenses
- Tax Return Preparation Expenses
- Investment Expenses
- Real Estate Taxes
- Estimated tax payments to Federal and State Government & payment dates.
- Charitable Contributions, cash & non-cash
- Purchase qualifying for Residential Energy Credit.
- IRA Contributions and Retirement Contributions
- Home Purchase