

INCOME

- _____ Wages (W2 Forms)
- _____ Contract Labor (1099 Forms)
- _____ Interest Earned (1099-Misc)
- _____ Dividends Earned (1099-Misc)
- _____ Alimony Received
- _____ Lump Sum Distb from Pensions
- _____ Pension Income (1099-R)
- _____ Prizes & Bonuses
- _____ Jury Duty, Fees, Commissions
- _____ Barter Income
- _____ Unemployment Compensation
- _____ Social Security Income (Attach Statement)
- _____ Capital Gains/Losses (Attach 1099-B)
- _____ Business Income
- _____ Rental Income
- _____ Partnership & S-Corp Income (K-1'S)
- _____ State Tax Refunds
- _____ Tax Exempt Interest
- _____ Other Income (Tips, Farm, Gambling, Trust)

TAX DEDUCTIONS & EXPENSES MEDICAL

- _____ Health & Dental Insurance Premiums
- _____ Prescription Drugs & Insulin
- _____ Hospital & ambulance Charges
- _____ Doctor & Nurse Charges
- _____ Labs & X-rays
- _____ Medical Equipment & Improvements
- _____ Glasses, Dentures, Hearing Aids
- _____ Mileage, Transp, Lodging
- _____ Special Schools, Learning Disabilities
- _____ Handicap Schools
- _____ Nursing & Domestic Care
- _____ Qualified High Deductible Health & HAS
- _____ Long Term Health Care Premiums
- _____ Other

TAXES

- _____ State & City Income Taxes
- _____ Real Estate Taxes
- _____ Ad Valorem Tax (Auto, Boat, Etc)
- _____ Personal Property Tax
- _____ Sales Tax (Auto, Motor-Home, Boat, Maj. Purch)
- _____ Other

INTEREST

- _____ Home Mortgage (1st & 2nd)
- _____ Points Paid To Refinance Home
- _____ Lines of Credit or Home Equity Loans
- _____ Investment Interest
- _____ Other (Business Interest)

TAX

PREPARATION CHECKLIST



CONTRIBUTIONS

- _____ Church Tithes & Offerings (Receipt Needed)
- _____ Cash Contributions (Receipt or Can. Checks)
- _____ Non-Cash Contributions
- _____ Personal Expenses for Charity
- _____ Mileage
- _____ Meals
- _____ Lodging
- _____ Supplies
- _____ Foster Parent Expenses (Net of Allowance)
- _____ Uniforms for Charitable Work
- _____ Property Donated (FMV & Appraisal)
- _____ Appraisal Fee
- _____ Other

CASUALTY & THEFT LOSSES (Must be greater than 10% of AGI)

- _____ Car Accident
- _____ Storm Damage
- _____ Fire or Flood Damage
- _____ Theft
- _____ Appraisal Fee

OTHER EXPENSES & TAX ADVANTAGES

- _____ Penalty or Early Withdrawal of Savings
- _____ Alimony Paid
- _____ IRA, KEOGH, & SEP Contributions
- _____ Child Care Expenses

MISCELLANEOUS EXPENSES

- _____ Employment Agency Fees
- _____ Job Hunting Expenses
- _____ Professional Fees, Dues, Subscriptions
- _____ Tools & Supplies
- _____ Uniforms & Special Shoes
- _____ Union Dues & Union Expenses
- _____ Tax Counseling, Tax Prep
- _____ Investment Miles
- _____ Safe Deposit Box
- _____ Custodial Fees
- _____ Publications & Books
- _____ Investment Travel
- _____ Financial Counseling Fees
- _____ Gambling Losses (to extent of winnings)
- _____ Expense for Collection of Income
- _____ Business Education Expenses

