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TAX SOURCE DOCUMENTS CHECKLIST

Individual/Personal Income Tax Returns

- ❑ Copy of last year's tax return (if InterUrban Tax Service did not prepare last year's tax return)
- ❑ Note any **address changes** from last year's return
- ❑ List any **new dependents** to be claimed, full name must be provided
- ❑ **Date of birth** of all individuals to be claimed on tax return
- ❑ Copy of **Social Security Card** of **each individual** claimed on tax return
- ❑ W-2's, 1099's and other tax information received in the mail
- ❑ **Itemized deduction** info: mortgage interest, charitable contributions, home property taxes, car property taxes, medical expenses, etc.
- ❑ **Small business, farm or rental** – Summary of income and expenses for each activity (worksheet available)
- ❑ **Stock or mutual funds sales** – you must provide cost of each stock sold and purchase date, if you don't know cost, please provide the purchase date for historical cost purposes.
- ❑ Provide closing settlement statements on homes or other properties purchased, refinanced and/or sold.
- ❑ Non Pre-tax Health insurance premiums paid out of pocket (these are often payroll deductions)
- ❑ Child care provider name, address, Social Security number or federal tax ID number
- ❑ Student loan interest amounts
- ❑ College education expenses for any and all students in home
- ❑ Copy of all **year-end retirement account statements** (401K, traditional, Roth IRA, etc.)
- ❑ SEP, SIMPLE, Keough, Traditional or Roth IRA contribution amounts – contributions must be made by April 15th of the current year for inclusion on the filing year tax return.
- ❑ Quarterly Federal and State **estimated payments** made during the year and dates paid

Business Income Tax Returns

- ❑ Summary of all business income and expenses, printed financial statements if books are maintained on a computer.
- ❑ Copy of last year's tax return and the depreciation schedules of company assets (if we did not prepare last year's tax return)
- ❑ List any new ownership changes that might have transpired during the year.
- ❑ Copy of all 1099's and 1098's received
- ❑ Copies of Federal Quarterly payroll tax returns if not prepared by Interurban Accounting and Tax
- ❑ Form W-3 and W-2's if prepared by someone other than Legacy Interurban Accounting and Tax
- ❑ Detailed summary (including the date of purchase) of all assets over $500 (i.e. vehicles, computer equipment, machinery, etc.)
- ❑ Bank Statements and December Bank Account Reconciliations
- ❑ Business loan balance confirmations and/or year-end loan statements
- ❑ Provide closing settlement statements on properties purchased and/or sold during year
- ❑ Health insurance premiums paid
- ❑ SEP, SIMPLE, Keough IRA contribution amounts – contributions must be made by April 15th of the current year to qualify as a deduction on the prior year tax return.
- ❑ Quarterly Federal and State estimated payments made during the year and dates paid