

# Tax Appointment Checklist

## Personal information

- Last year's tax return if you are a new client
- Your driver's license or other government identification card with photo
- Social Security cards for you and your spouse
- Current address, phone number(s) and email address
- Bank account information if Direct Deposit or Direct Debit (pay) is desired
- Estimated tax payments made (Form 1040-ES)

## Dependent information

- Full name, date of birth and Social Security number
- Childcare expenses; provider's name, address & tax ID number

## Common income

- Wages: Form W-2
- Unemployment: Form 1099-G
- Social Security benefits: Form SSA-1099 (orange & black)
- Pension or retirement distributions: Form 1099-R
- State tax refund: Form 1099-G
- Gambling winnings: Form W-2G

## Investment income

- Interest income (Form 1099-INT) and dividends (Form 1099-DIV)
- Stock/security sales (Form 1099-B). Also, cost basis if not shown on 1099-B
- Partnership or S-corporation income (Schedule K-1)
- Real estate/other sales: Settlement statements for sale and purchase, Form 1099-S if issued
- Rental income (Form 1099-MISC if issued) and expenses

- Health Savings Account (HSA/MSA) distributions (Form 1099-SA)
- Individual Retirement Account (IRA) or SEP contributions (Form 5498 if available)

## Self-employment income

- Form 1099-MISC if issued
- Records of income and expenses
- Mileage records for business use of vehicle
- Description, cost and date for business-use assets acquired this year
- Office in home information, if applicable
- Self-employed health insurance premiums

## Educational expenses

- Tuition paid: Form 1098-T if issued
- Records of qualified educational expenses and any scholarships
- Student loan interest paid: Form 1098-E

## Itemized deductions

- Health insurance premiums paid out-of-pocket
- Medical, dental, hospital, lab expenses paid
- Prescription medications cost (printout from pharmacy)
- Mortgage interest paid -- home, vacation home, investment: Form 1098
- Real estate property taxes paid
- State income tax paid with last year's return
- Receipts for cash and non-cash charitable donations
- Receipts for Arizona Tax Credits donations