



## Individual Tax Preparation Checklist

(updated 01.2019.v1)

This list is not an all-inclusive list; please note during tax preparation additional information or documentation may be required.

### **TAXPAYER / SPOUSE DOCUMENTATION**

Social Security Cards for Taxpayer and Spouse, if applicable  
Identifications Cards (Taxpayer and Spouse, if applicable)  
Proof of Insurance Coverage and payments made, if applicable  
Cancelled Check for **Direct Deposit**  
Prior Year Tax Return [**New Clients Only**]

### **DEPENDANT DOCUMENTS**

Birth Certificates  
Divorce Decree or Court Order (if applicable) – stating ability to claim dependent  
Social Security Cards for EACH dependent  
Proof of Support (Utility Bills, Mortgage Statement, and /or Rental Agreement)  
Summary of Dependent Care Expenses and Childcare Provider Information (must have EIN to file electronically)  
Summary of Educational Expenses and 529 Contributions, if applicable

### **INCOME DOCUMENTS**

W-2s AND Last Check Stub for all applicable employment  
1099's (non-employee compensation, government payments, social security, dividends, etc.)  
Proof of Jury Duty Pay  
Proof of Alimony Received  
Proof of Gambling Winnings  
Proof of ALL income (Schedule K-1, etc.)

### **EXPENSE DOCUMENTS**

1098-T – Educational Expenses  
1098-E – Student Loan Interest PAID  
Educator Expenses (\$250+) for TEACHERS ONLY  
Real Estate Taxes Paid (and Property Index Number)  
Rental Expenses and Landlord Information (May be deductible in your state of residence)

### **ITEMIZED DEDUCTIONS**

Proof of Medical and Dental Expenses PAID  
Proof of Non-Health Insurance Premiums PAID (**2017 and earlier Tax Years ONLY**)  
Proof of Taxes PAID for PERSONAL Property (vehicles, boats, etc.)  
Mortgage Interest Paid (1098)  
Proof of Gifts PAID to Charity  
Proof of Gifts MADE to Charity  
Proof of Casualty / Theft Losses – Nationally Declared Disaster Areas ONLY  
Proof of Gambling Losses (deductible equal to winnings)  
Proof of Unreimbursed Employee Expenses (**2017 and earlier Tax Years ONLY**)  
*Union Dues, Uniforms, Tools, Equipment, Unreimbursed travel expenses*  
Proof of Tax Preparation Fees PAID (**2017 and earlier Tax Years ONLY**)  
Summary of Work-Related Moving Expenses (**2017 and earlier Tax Years ONLY**)  
Summary of fees associated with finding employment (**2017 and earlier Tax Years ONLY**)

### **SELF-EMPLOYED DOCUMENTS**

Proof of Business (DBA Certificate, Business License, Business Cards, Flyer, etc.)  
Record of Income and Expenses  
Record of Inventory / Assets / Equipment (cost, date purchased, 1<sup>st</sup> date of use, etc.)  
Information for Vehicle used in business, if applicable  
Record of Business Miles Driven  
If business is home-based, square footage of area used EXCLUSIVELY for business and square footage of home.  
List of home expenses (electricity, gas, internet, etc.)

### **RENTAL INCOME DOCUMENTS**

Total Rental Income (by unit rented, if have multiple rentals)  
1099 from Housing Authority / Payer, if applicable  
If joint owner, other owner information and percent of ownership  
Loan origination documents (for each property)  
HUD transaction statement (detailed cost of property, closing cost, etc.)  
Number of Days property was rented within tax year  
List of expenses necessary to rent property for income (i.e., advertising, travel expenses, property management fees, lawn service, snow removal, service fees, etc.)  
Proof of repairs and maintenance expenses  
Proof of property improvement expenses

Repairs are usually one-off fixes that help keep the property in good working condition and habitable. Although the price is irrelevant, most of qualifying repairs tend to be under \$500 in cost. Improvements are anything that increases the value of the property or extends its life - is categorized as a "capital expense" and must be capitalized and depreciated over multiple years.

If you have any questions or concerns, please EMAIL them to [admin@dsbsolutions.net](mailto:admin@dsbsolutions.net)