

Preparer Checklist (source: IRS, 1040.com)

Here is a checklist of item(s) needed to prepare your tax return; not all may be applicable to you.



W2

Send at least one copy for each employer you worked for in 2003.
Make sure the social security number listed is correct and verify the wages against your last paystub.
Bring W2-G, if you had gambling winnings.



K-1

Send any K1s you received as a partner or as a shareholder in an S-Corporation.



1098

This form reports the amount of interest you paid on your mortgage or home equity loan during the year.
Check to see if it also shows how much you paid in real estate taxes. If not, look it up and send that figure as well.



1099

You will receive a **1099-INT** and a **1099-DIV** for each payer who paid you interest or dividends during the year.
Your mutual fund or stockbroker will send you a **1099-B** reporting the gross proceeds from stock sales or the sale of mutual fund shares.

You may also get **1099-SSA** for social security benefits received;
1099-R for pension income or cashing in your 401k or IRA funds;
1099-G for state unemployment or state tax refund received;
1099-S for the sale of real estate.

If you were self-employed (ie: no one withheld social security taxes from your pay), you should receive **1099-MISC** from the payer.
You are responsible for reporting your earnings even if you do not receive a 1099-MISC, so be sure to tell your preparer about these earnings.

Personal Information - Details



Social Security Numbers (including spouse and children)



Child care provider : Name, address and tax I.D. or Social Security Number and Daycare Statement



Alimony paid: Social Security Number

Job and Income



W-2 forms for this year



Unemployment compensation: Forms **1099-G**



Miscellaneous income including rent: Forms **1099-MISC**



Partnership, S Corporation, & trust income: **Schedules K-1**



Pensions and annuities: Forms **1099-R**



Social Security/RR1 benefits: Forms **RRB-1099**



Alimony received

- Jury duty pay
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form **1099-G**

Landlord/Tenant

- Residential address(es) for this year
- Mortgage interest: Form **1098**
- Sale of your home or other real estate: Form **1099-S**
- Second mortgage interest paid
- Real estate taxes paid
- Rent paid during tax year
- Moving expenses

Assets - what you own

- Interest income statements: Form **1099-INT** & **1099-OID**
- Dividend income statements: Form **1099-DIV**
- Proceeds from broker transactions: Form **1099-B**
- Retirement plan distribution: Form **1099-R**

Liabilities - what you owe

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits

SUV/ Cars

- Personal property tax information (advelorem)

Disbursements

- Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions)
- Investment expenses

- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation expenses and fees

Self-employment

- Business income: Forms 1099-MISC and/or own records
- Partnership SE income: Schedules K-1
- Business-related expenses: Receipts, other documents & own records
- Farm-related expenses: Receipts, other documents & own records
- Employment taxes & other business taxes paid for current year: Payment records

Other

- Federal, state & local estimated income tax paid for current year: Estimated tax vouchers, cancelled checks & other payment records
- IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable

Other Information Needed, if applicable

1. Copy of settlement statement from real estate transaction.
2. The 1099-B you received for the sale of stock only listed the gross proceeds you received from the sale. Let your preparer know the cost so he/she may prepare income/(loss).
3. Dependent information, including social security taxes etc.
4. Summary of charity contributions, including checks to churches etc.
5. College courses or vocational training and how much was paid for tuition in 2003 by family members.
6. Name, address, amount paid and ID # of the care provider to claim child care expenses.
7. Estimated Tax payments actually made, and information on auto mileage, purchase of business equipment, health insurance premiums and medical expenses.