

TAX PREP PREP CHECKLIST



BETTER THAN YESTERDAY, LLC
TAX + FINANCIAL SERVICES

PERSONAL INFORMATION

- SOCIAL SECURITY NUMBERS FOR YOU, YOUR SPOUSE, AND YOUR DEPENDENTS
- DATES OF BIRTH FOR YOU, YOUR SPOUSE, AND YOUR DEPENDENTS
- BANK ROUTING NUMBER, ACCOUNT NUMBER, AND ACCOUNT TYPE
- DRIVER'S LICENSE FOR YOU AND YOUR SPOUSE

INCOME INFORMATION

- W-2 FORMS
- 1099-MISC, OR -NEC
- 1099-INT
- 1099-DIV, OR -B FROM INVESTMENTS
- 1099-R FOR PAYMENTS/DISTRIBUTIONS FROM IRAS OR RETIREMENT PLANS
- 1099-C FROM CANCELLATION OF DEBT
- 1099-G FROM UNEMPLOYMENT INCOME, OR STATE/LOCAL TAX REFUNDS
- 1099-S FROM SALE OF PROPERTY
- SSA-1099
- K-1'S
- BUSINESS OR FARMING INCOME - PROFIT/LOSS STATEMENT, ASSET INFORMATION
- RENTAL PROPERTY INCOME - PROFIT/LOSS STATEMENT, ASSET INFORMATION
- MISCELLANEOUS INCOME: ALIMONY RECEIVED, JURY DUTY, GAMBLING WINNINGS, ETC.

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ADJUSTMENT INFORMATION

- EDUCATOR EXPENSES: RECEIPTS FOR CLASSROOM SUPPLIES, ETC.
- HEALTH SAVINGS ACCOUNT (HSA) CONTRIBUTIONS
- SELF-EMPLOYED HEALTH INSURANCE PAYMENT RECORDS
- ALIMONY PAID, RECIPIENT'S SSN, AND DATE OF ORIGINAL DIVORCE AGREEMENT
- IRA CONTRIBUTION RECORDS
- 1098-E FOR STUDENT LOAN INTEREST PAID
- 1098-T FOR TUITION PAID
- KEOGH, SEP, SIMPLE, AND OTHER SELF-EMPLOYED PENSION PLANS

CREDIT INFORMATION

- DEPENDENT CARE EXPENSES: PROVIDER'S NAME, ADDRESS, TAX ID, AND AMOUNT PAID
- QUALIFIED EDUCATION EXPENSES
- ADOPTION EXPENSES: SSN OF CHILD; LEGAL, MEDICAL, AND TRANSPORTATION COSTS
- QUALIFYING ENERGY-EFFICIENT HOME IMPROVEMENTS RECEIPTS

ITEMIZED DEDUCTION INFORMATION *IF APPLICABLE*

- FORM 1098 MORTGAGE INTEREST
- MEDICAL AND DENTAL EXPENSE RECORDS AND MILES DRIVEN
- CHARITABLE DONATIONS: CASH AMOUNTS, OFFICIAL CHARITY RECEIPTS, & MILES DRIVEN
- CASUALTY AND THEFT LOSSES: AMOUNT OF DAMAGE, AND INSURANCE REIMBURSEMENTS
- REAL ESTATE TAXES PAID
- PERSONAL PROPERTY TAXES PAID
- STATE AND LOCAL INCOME TAXES PAID

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OTHER INFORMATION

- ESTIMATED TAX PAYMENTS PAID DURING THE YEAR
- PRIOR-YEAR REFUND APPLIED TO CURRENT YEAR TAX LIABILITY
- HOME OFFICE EXPENSE RECORDS, AND HOME/OFFICE SQUARE FOOTAGE
- FOREIGN BANK ACCOUNT INFORMATION: LOCATION OF BANK, ACCOUNT NUMBER, PEAK VALUE OF ACCOUNT DURING THE YEAR