

TAX PREPARATION CHECKLIST

We will need your prior year tax returns (if we did not prepare your returns last year).

Please bring your checkbook for payment of our fees and for direct deposit of your refunds.

Personal Data

- Social Security Numbers (including spouse and children)
- Child care provider: name, address and tax ID or Social Security Number
- Proof of healthcare coverage (form 1095) for self, spouse and all dependents
- Alimony paid: Social Security Number

Employment & Income Data

- 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 winning
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G

Homeowner/Renter Data

- 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

Financial Assets

- 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

Financial Liabilities

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid (form 1098-E)
- Early withdrawal penalties on CDs and other time deposits

Automobiles

- Personal property tax information

Expenses

- 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 Data

- 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

Miscellaneous Tax Documents

- 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

ATSOURCE, INC
18426 Brookhurst Street, Suite 201
Fountain Valley, CA 92708
714-962-9888