



B. SUMAILI TAX SERVICES

Tax Preparation Checklist

JUNE 6, 2022

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Tax Preparation Checklist

Before you begin to prepare your income tax return, go through the following checklist. Check the areas that apply to you and make sure you have that information available. Check items off as you gather them.

Personal Information

- ☐ Social Security or Tax ID number & ID Card
- ☐ Spouse Security or Tax ID number & ID Card
- ☐ Dependents' Security or Tax ID number
- ☐ Dependents' Dates of Birth
- ☐ Bank Account Number
- ☐ Bank Account Routing Number

Employment & Income

- ☐ Last Year's Tax Return
- ☐ W2 Forms
- ☐ 1099-Misc (for contract work)
- ☐ 1099-INT, 1099-DIV, 1099-B
- ☐ 1095 Forms
- ☐ Form 1040-ES (Estimated Tax Payment Paid)
- ☐ Form 8889 (Health Savings Account)
- ☐ Business or Farming Income (Profit/Loss Statement)
- ☐ Rental Property Income and Expenses (Profit/Loss Statement)
- ☐ Misc. Income: Jury Duty, Gambling Winnings, Scholarship, etc.

Deductions

- ☐ 1098 Form or Mortgage Interest Statement
- ☐ 5498 Forms for Retirement Contributions
- ☐ Form 1098-E for Student Loan Interest Payment
- ☐ Form 1098-T for Tuition Paid
- ☐ IRA Contribution Made During Year
- ☐ Receipts for Qualifying Energy-Efficient Home Improvements (Solar, Windows, etc.)
- ☐ Records of Medical Savings Account (MSA)
- ☐ Self-Employed Health Insurance Payments Statement
- ☐ Property Tax Records
- ☐ Receipts of Charitable Donations
- ☐ Daycare/Caretaker Receipts
- ☐ Medical Expenses

Other Misc. Forms

- ☐ Form 1099-C (Canceled Debt)
- ☐ Form 5329 Retirement Account Withdrawals
- ☐ Form 4868 For Extension Filing
- ☐ Alimony Payment
- ☐ Rental Property Income
- ☐ 1099-S for Real Estate Transactions

Keep Track of You Expenses

List amounts for items you have. Save receipts for your deductions.

Medical Expense

Doctor..... \$ _____
\$ _____
\$ _____
\$ _____
Operations..... \$ _____
Prescription Drugs..... \$ _____
Medical/Dental Insurance \$ _____
LT Care Insurance..... \$ _____
Hospital Visits..... \$ _____
Other..... \$ _____

Education Expenses

Tuition & Fees..... \$ _____
Student Loan Interest..... \$ _____
Books & Programs..... \$ _____
Other Supplies..... \$ _____
Lab Fees..... \$ _____

Miscellaneous Job-Related Expenses

Uniform Cleaning..... \$ _____
Union Dues..... \$ _____
Safety Supplies..... \$ _____
Work Tools..... \$ _____

Self-Employed Expenses

Advertising..... \$ _____
Car & Truck Expenses..... \$ _____
Legal & Professional..... \$ _____
Office Expenses..... \$ _____
Rent or Lease Payments... \$ _____
Utilities/Telephone..... \$ _____
Business Miles (Auto)..... \$ _____

Charitable Contributions

Place of Worship..... \$ _____
Charity Organization..... \$ _____
Value of Donations..... \$ _____
Other..... \$ _____

Volunteer Work Expenses

Place of Worship/School.. \$ _____
Auto Miles Driven..... \$ _____
Other..... \$ _____

Taxes Paid

Real Estate Tax..... \$ _____
Personal Property Tax..... \$ _____
State Income Tax..... \$ _____

Mortgage & Other Interest Expenses

Home Mortgage Interest.. \$ _____
2nd Mortgage Interest..... \$ _____
Points Paid at Closing..... \$ _____

Other

Tax Preparation Fees..... \$ _____
Investment Interest..... \$ _____
Casualty Losses..... \$ _____

Repair & Maintenance..... \$ _____
Supplies..... \$ _____
Taxes & Licenses..... \$ _____
Travel..... \$ _____
Meals & Entertainment.... \$ _____
Insurance..... \$ _____
Office-in-Home Expense. \$ _____