

PARKROSE FINANCIAL TAX

TAX PREP ORGANIZER CHECKLIST

General Information

- Full name, Social Security Numbers or tax ID number for You and Your Spouse
- Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS
- Bank Routing Number (RTN) and Account Number (BAN) (For direct deposit/debit purposes)
- Copy of Last Year's Tax Return
- Educational Expenses for You and Your Spouse (Form 1098-T from educational institutions)
- Prior Year Adjusted Gross Income (AGI) & Personal Identification
- Foreign reporting and residency information – if applicable

Dependent(s) Information

- Dependents' Names, Years of Birth, Social Security Numbers or tax ID numbers
- Child Care Expenses for Each Dependent (Fees paid to a licensed day care, family day care for care of an infant or pre-schooler)
- Amounts paid to a baby-sitter or provider of care of your child under age 13 while you work
- Expenses paid through a dependent care flexible spending account at work
- Income of dependents and of other adults in your home
- Dependents' Post High School Educational Expenses (Forms 1098-T from educational institutions)
- Receipts that itemize qualified educational expenses

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- ___ Records of any scholarships or fellowships received
- ___ Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

General Taxable Income

- ___ W-2 Form(s) for Wages, Salaries, and Tips
- ___ Unemployment Compensation Received (1099-G)
- ___ Alimony Received or Paid
- ___ Dividend Income Statements: Form 1099-DIV
- ___ Interest Income Statements: Form 1099-INT & 1099-OID
- ___ Miscellaneous Income: Form 1099-MISC
- ___ Income from the Sales of Real Estate: Form 1099-S
- ___ Income from the Sales of Stock, Land, etc.: Form 1099-B
- ___ State Tax Refunds: Form 1099-G
- ___ Health Savings Account and long term reimbursements 1099-SA or 1099-LTC)
- ___ Transactions involving cryptocurrency (Virtual Currency)
- ___ Hobby Income and Expenses

Retirement Income & Contributions

- ___ Railroad Retirement & Social Security Income: Form SSA-1099
- ___ Retirement Income/Pension/IRA/Annuity income: Form 1099-R
- ___ Traditional IRA basis (i.e. amount you contributed to the IRA that were already taxed)
- ___ Form 5498-SA showing HSA contributions
- ___ Form 5498 showing IRA contributions

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___ All other 5498 series forms (5498-QA, 5498-ESA)

Business Income & Losses

- ___ Business Income and Expenses (Forms 1099, Schedule K-1, income records to verify amount not reported on 1099-MISC or 1099-NEC)
- ___ Farm Income and Expenses
- ___ Form K-1 Income from Partnerships, Trusts, and S-Corporations
- ___ Payment Card and Third Party Network Transactions - 1099-K
- ___ Rental Income and Expenses
- ___ Tax Deductible Miles Traveled for Business Purposes
- ___ Gambling income (W-2G or records showing income, as well expense records)
- ___ Jury Duty records
- ___ Prizes and awards
- ___ Trust income

Tax Credits Checklist

- ___ Adoption Expense Information
- ___ Child Care Provider Address, I.D. Number and Amounts Paid
- ___ First Time Home Buyer Tax Credit
- ___ Foreign Taxes paid

Expense and Tax Deduction Checklist

- ___ Amount Paid to Professional Preparer Last Year
- ___ Casualty and Theft Losses
- ___ Charitable Cash Contributions (to houses of worship, schools, other charitable organizations/ records of non-cash donations as well)
- ___ Doctor and Dentist Payments

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- Educator expenses for classroom expenses (for educators in grades k-12)
- Electric vehicle information
- Fair Market Value of Non-cash Contributions to Charities
- Home Mortgage Interest from Form 1098
- Home Second Mortgage Interest Paid
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- Hospital and Nurse Payments
- Investment Expenses
- Job-hunting Expenses
- Last Year's Tax Preparation Fee
- Marketplace Health Exchange From 1095-A
- Medical Expenses for the Family (paid to healthcare, insurance, doctors, dentist and hospitals)
- Medical Insurance Paid
- Miles Traveled for Volunteer Purposes
- Miles Traveled for Medical Purposes
- Miles Traveled Related to Your Job
- Moving Expenses
- Personal Property Taxes Paid (including vehicle sales and property taxes paid)
- Prescription Medicines and Drugs
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return (other than wage withholding)
- Student Loan Interest Paid (Form 1098-E)
- Tax Deductible Unreimbursed Expenses Related to Your Job

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- Union and Professional Dues
- Unreimbursed Expenses Related to Volunteer Work

Tax Estimate Payments Checklist

- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year
- Off Highway Fuel Taxes Paid

Federally Declared Disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean-up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check the [FEMA website](#) to see if your county has been declared a federal disaster area

Click here and let Parkrose Financial prepare your tax return this tax season!