Ron Lykins CPAs

Celebrating 50+ Years

Tax Prep Checklist

Personal Information:

- If new client, copies of prior 2 years' tax returns
- SSN or ITIN, full names and birth dates for everyone included on your return
- Amount of alimony paid and ex-spouse SSN, if divorced before 1/1/2019
- Childcare records (including provider's ID number)

Income, Investments, Retirement:

- All forms that say W-2, 1098, 1099, or Schedule K-1
- Tax documents for investment accounts
- Closing statements for any real estate purchased or sold
- Records of any contributions you made to IRAs, other retirement plans, and education savings accounts (529 Plans)
- Records of other income or expenses (jury duty, gambling, hobby, alimony, etc.)
- Records of business income and expenses if you are an independent contractor, self-employed, or own rental real estate
- Tax documents for any retirement withdraws, rollovers, or conversions

Education:

- Education scholarships or fellowships
- Records of tuition and other higher education expenses (Form 1098-T)
- Student loan interest paid (Form 1098-E)
- Record of withdrawal from a 529 Plan (Form 1099-Q)

Itemized Deductions:

- Mortgage interest (Form 1098), real estate and personal property tax paid
- Prior year's amount of state/local income tax paid
- Records of cash amounts donated to houses of worship, schools, and other charitable organizations
- Records of miles driven for charitable purposes

Healthcare:

- Form 1095-A if you are enrolled in an insurance plan through the Insurance Marketplace (Exchange)
- Health Savings Account (HSA) information (Forms 5498 and 1099-SA)
- Summary list of medical expenses (including Healthcare, Medicare Supplement, and Long-term Care premiums, and other out-of-pocket payments)

Estimated Tax Payments:

- List of all federal, state, and local estimate tax payments and dates paid.

"Trusted Tax Advisors Since 1969"

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