

TAX SOURCE DOCUMENTS CHECKLIST



THINGS WE NEED (if applicable):

PLEASE DO NOT USE STAPLES

INCOME		
W-2 Forms (Wages)		**Self-Employment Income and Expenses
Interest and Dividend Income Received		**Rental Income and Expenses
(Bring All 1099 Statements)		K-1 Forms-Partnerships, S-Corps and Estate/Trusts
1099R Forms For All Retirement Fund Transfers & Withdrawals		Social Security Received - bring form 1099-SA
Alimony Received		Unemployment Compensation Received
1099B Form for Stock Sales and Cost basis information		1099-K - these are new forms - please bring in if received
Any Foreign Income/Accounts ___ Yes or ___ No		W2G Forms for Gambling Winnings
DEDUCTIONS		
Mortgage & Equity Interest Paid (Form 1098)		*Long-Term Care Insurance Premiums Paid
Did you refinance a mortgage? Bring settlement statement		*Medical Expenses and Mileage
Property Taxes Paid		*Employment Educational Expenses
Sales Tax on Vehicle		*Union Dues
*Donations of Money To A Charity (Need letter if >\$250)		*Job Related or Job Seeking Expenses
*Donations of Property To A Charity (Need letter if >\$250)		*Investment Expenses
*Volunteer Mileage and Expenses		Gambling Losses by date and amount
*Health Insurance Premiums Paid (Not Pre-Tax Payments)		Casualty Losses (Accident or Theft)
DIRECT DEPOSIT INFORMATION		
Name of Financial Institution and Routing Number of bank		Checking or Savings Account Number
ADJUSTMENTS AND CREDITS		
ROTH, IRA, SEP, KEOGH Retirement Contributions		*Alimony Paid and Recipient's SSN
*Educator Expenses		Health Savings Acct Contributions, Proof of Health Insurance
Student Loan Interest Paid		Adoption Expenses
Moving Expenses (Greater Than 50 Miles)		Childcare Provider's Name, Address, ID #, Amount Paid
Penalty on Early Savings Withdrawal		Self-Employed Health Insurance Premiums
EDUCATION CREDITS		
Tuition & Fees Only - Paid for Yourself, Spouse or Dependent(s) For Post High School Education		Is This Education Towards a Degree or Certification?
		Bring in all 1098T forms from the college
WISCONSIN REDISIDENTS		
Rent paid ___ Heat or ___ Heat not included		*Sales Tax not paid on out of state purchases
EdVest Contributions		Will you donate to any specific state charities?
MINNESOTA RESIDENTS		
Car Tabs		Property Tax Refund - Home owner or rent paid
K-12 Tuition, Educational Expenses or Lessons		
OTHER		
*Social Security Numbers & DOB for dependents/taxpayers		Gifts Made To Any One Person Over \$14,000
Correspondence From the IRS or State		Do you have > \$10,000 in a foreign bank account
		Any Other Documents You Feel May Be Applicable
ESTIMATED TAX PAYMENTS		
*Dates & Amounts Paid for Federal and State Estimated taxes (Remember Jan 2023 is for 2022 tax year)		Federal payments by date and amount State payments by date and amount