



# Elite Bookkeeping & Accounting Services

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## Personal Tax Documentation Checklist

### INCOME

- |                          |           |  |
|--------------------------|-----------|--|
| <input type="checkbox"/> | W-2       | Employment                               |
| <input type="checkbox"/> | 1099-R    | Retirement Acct Distribution or Pension  |
| <input type="checkbox"/> | 1099-A    | Social Security or Disability Retirement |
| <input type="checkbox"/> | 1099-B    | Stock Portfolio Gains & Losses           |
| <input type="checkbox"/> | 1099-Int  | Interest Income Earned                   |
| <input type="checkbox"/> | 1099-Div  | Dividend Earnings                        |
| <input type="checkbox"/> | W-2G      | Gambling Winnings                        |
| <input type="checkbox"/> | 1099-Misc | Miscellaneous Income                     |
| <input type="checkbox"/> | 1099G     | Unemployment Received                    |

### ITEMIZED DEDUCTIONS

- Medical, dental, vision expenses out of pocket (must not exceed 7.5% of income)
- Sales tax paid on vehicle, boat or motorhome
- Real estate or property tax
- Car, motorcycle, RV registration fees
- Mortgage interest 1098 paid on primary residence
- Hud-1 Settlement statement (purchase new primary residence)
- Cash or check donation amount
- Non cash donations, ex. clothing
- Un-reimbursable job expenses for employees, see worksheet
- Investment expenses
- Job expenses – See below
- Gambling Loss Statements (only if W-2G winnings reported)

### CREDITS

- Child or dependent care
- 1098-T Higher Education Tuition & Expenses (Books)
- Residential energy efficiency home improvements
- Adoption expenses

### BUSINESS AND SELF-EMPLOYMENT DOCUMENTATION

- Rental Property Worksheet
- Self Employed Worksheet
- 2106 Specialized Employment Expense Worksheets