

## *Elite Bookkeeping and Accounting Services*

### COMMON PERSONAL TAX DOCUMENTATION CHECKLIST

This checklist is a general reminder and some items may not apply to you

#### INCOME

- W-2 Employment
- 1099-R Retirement Acct distribution or pension
- 1099-A Social Security or Disability Retirement
- 1099-B Stock Portfolio Gains & Losses
- 1099-Int Interest income earned
- 1099-Div Divedend earnings
- W-2G Gambling winnings
- 1099-Misc Miscellaneous Income
- 1099G Unemployment Received

#### ITEMIZED DEDUCTIONS

- Medical, dental, vision expenses out of pocket (must 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, furniture, Goodwill, etc.
- Unreimbursable job expenses for employees, see worksheet
- Investment expenses
- Job Expenses > See below
- Gambling Loss Statements (only if W-2G winnings reported)

#### CREDITS

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

### BUSINESS & SELF-EMPLOYMENT DOCUMENTATION

#### WORKSHEETS

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