

Simple Tax Return Checklist

Create 5 files at the start of each year and include the items applicable in the file folder throughout the year. Not every document will apply to each taxpayer.

General Information File

- ◇ Social Security numbers for self, spouse and all dependents
- ◇ Bank account and routing number for refunds and payments
- ◇ Last year's tax returns

General Records File

- ◇ Bank Statements and Mortgage Statements showing mortgage interest/property tax paid
- ◇ Credit Card statements (if tax-related charges appear)
- ◇ Investment statements, including buy/sell confirmations
- ◇ Home Improvement expenses (keep receipts)

Income File

- ◇ W-2(s) - Income
- ◇ 1099(s) - Income from employment, investment dividends, winnings and tax returns
- ◇ Taxable refunds, credits
- ◇ Alimony received
- ◇ Capital Gains or losses
- ◇ IRA Distributions, Pensions, Annuities (taxable amounts)
- ◇ Business, Rental real estate, royalties, Farm Income
- ◇ Unemployment compensation
- ◇ Social Security Benefits
- ◇ Other Sources of Income not reported on 1099 (tips, gifts, winnings)

Expense File

- ◇ Adoption expenses
- ◇ Alimony paid
- ◇ Business expenses (including use of home and vehicle)
- ◇ Car taxes paid
- ◇ Child-care expenses and child care Tax Provider ID
- ◇ Expenses for educators, reservists, performing artists, fee-basis government official
- ◇ Health savings account deductions
- ◇ Moving expenses

"Other" File

- ◇ Charitable contributions and volunteer expenses
- ◇ Educational expenses paid
- ◇ Energy efficient home improvement
- ◇ Investment expenses
- ◇ IRA Contributions
- ◇ Job-related expenses –unreimbursed (dues, fees, subscriptions, uniforms, travel)
- ◇ Job search expense—related field and/or moving expenses if related to new job
- ◇ Medical expenses if they total more than 7.5% of adjusted gross income
- ◇ Tax-prep programs and professional fees
- ◇ Theft and Casualty losses