



TAX DOCUMENT CHECKLIST

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www.mainstreettaxadvisors.com

THE BASICS

- Last two years' tax returns filed.
- Name & Number on Social Security Card, birth dates, and gender for everyone included on your return.
- Main Street Tax Advisors' Engagement Letter (we can email or provide when you drop off tax documents).
- Form 1095-A, 1095-B, or 1095-C for proof of Insurance.

FORMS

- All forms that say W-2, 1098, 1099, 5498 or Schedule K-1.
- Records of any contributions you made to IRA's or other retirement plans (5498).
- Records for mortgage interest and real estate taxes paid in 2016 (1098).
- Closing documents for home purchased or sold in 2016 (HUD Statement).

INCOME & INVESTMENTS

- Income & expense records for work you performed (*not already shown on a W-2 or 1099*).
- Records of other income & expenses (*pension, social security, lump-sum distributions, unemployment, rental, jury duty, gambling, hobby, alimony, cancellation of debt etc.*).
- Purchase date and your total investment in any stocks or other property you sold (1099B – Brokerage statements include Gain/Loss Summary).
- Expenses related to your investments.

BUSINESS INCOME & EXPENSES

- All 1099's issued.
- Financial Statements (*QuickBooks Backup if applicable*).
- Total mileage per year (*Odometer Reading from the beginning to end of the year*).
- Total business miles for the year (*include year and make of automobile*).
- Detail (*date/cost*) of any capital assets purchased (*computer, vehicle, furniture, equipment, etc.*).

CHARITABLE DONATIONS

- Amounts donated to houses of worship, schools or other charitable organizations.
- Records of non-cash charitable donations (*amount of donation must be on receipt*).
- Number of miles driven for charitable purposes.

DEDUCTIONS & EXPENSES

- Number of miles driven for medical purposes and amounts paid for health care (*insurance, doctors, dentists, hospitals, etc.*).
- Records for childcare (*include Tax Identification Number*) and higher education costs (1098T).
- Employment-related expenses (*dues, travel, publications, tools, uniforms and uniform cleaning, job search expense, job search expenses etc.*).
- Records for **HSA contributions (1099S /5498)**, alimony paid, moving expenses and student loan interest paid (1098E).

Please contact us if you would like a TAX Organizer, we will gladly send one to you.