D&M Accounting's Tax Return Preparation Checklist

Use the following list of items and questions to prepare or collect information and records for preparing your taxes or to bring in to your tax preparer.

1. W2 Statements
2. Copy of last year's Tax Returns
3. For each family member: birthdates and social security numbers
4. Any interest statements, stock trades, etc., plus all 1099 statements you received.
   INTEREST EXPENSES: Topic 505 – http://www.irs.gov/taxtopics/tc505.html
   IRA and Retirement Contributions – You have until April 15th to make contributions.
5. Did you buy or sell stocks last year? If yes, get out your confirmations.
   We need both your *Cost/Purchase of Stock* and *Sale of Stock confirmations*.
6. Did you buy or sell a house? Get out your escrow statement or closing papers.
   HOME MORTGAGE POINTS: Topic 504 – http://www.irs.gov/taxtopics/tc504.html
7. Did you make any charitable contributions? We will need receipts for each contribution.
   http://www.irs.gov/taxtopics/tc506.html
8. Did you take classes? Find a statement from your college showing tuition and fees you paid.
9. Did you make payments on student loans? Get out your payment statements.
10. If you adopted a child, your adoption tax credit may be fully refundable.
11. You are required to report any and all foreign accounts. If you have bank or brokerage accounts abroad, be aware that the IRS is busy trying to find taxpayers who may have bank accounts or income earned abroad. View IRS article on Report of Foreign Bank and Financial Account (FBAR).
12. **SELF EMPLOYMENT**: We need receipts and adequate accounting.
    View *Schedule C* for details on exactly what we need: http://www.irs.gov/pub/irs-pdf/f1040sc.pdf
13. **RENTAL PROPERTIES**: We need receipts and adequate accounting.
    View *Schedule E* for details on exactly what we need: http://www.irs.gov/pub/irs-pdf/f1040se.pdf
14. **MEDICAL AND DENTAL EXPENSES**: IRS Topic 502
    http://www.irs.gov/taxtopics/tc502.html
15. **DEDUCTIBLE TAXES**: IRS Topic 503
    http://www.irs.gov/taxtopics/tc503.html
16. **MISCELLANEOUS EXPENSES**: IRS Topic 508
    http://www.irs.gov/taxtopics/tc508.html
17. **BUSINESS USE OF HOME**: IRS Topic 509
    http://www.irs.gov/taxtopics/tc509.html
18. **BUSINESS USE OF CAR**: IRS Topic 510
    http://www.irs.gov/taxtopics/tc510.html
19. **BUSINESS TRAVEL EXPENSES**: IRS Topic 511
    http://www.irs.gov/taxtopics/tc511.html

20. **BUSINESS ENTERTAINMENT EXPENSES**: IRS Topic 512
    http://www.irs.gov/taxtopics/tc512.html
21. **EMPLOYEE BUSINESS EXPENSES**: IRS Topic 514
    http://www.irs.gov/taxtopics/tc514.html
22. **EDUCATIONAL EXPENSES**: IRS Topic 513
    http://www.irs.gov/taxtopics/tc513.html
23. **CASUALTY, DISASTER AND THEFT LOSSES**: IRS Topic 515
    http://www.irs.gov/taxtopics/tc515.html