May Jackson Hendrick, LLC
Certified Public Accountants

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Tax Return Checklist for Individual Tax Returns (ie Form 1040, 1040a, 1040ez)

Read through the following list as a reminder of what is needed to complete your tax return. You may not have all of these items, but you will probably have several of them. If you are unsure about any of the items, give us a call at 303-841-4220 or shoot us an email. If you would like a detailed personalized paper or electronic organizer, call us right away.

- ☐ **W-2s**
- ☐ **1099s** – interest, dividends, retirement/pension, state tax refunds, unemployment, sale of securities, oil and gas interests, etc.
- ☐ **K-1's** – partnerships, S corporations, LLCs, LLps, estates, trusts, etc. (if we do your business returns, we will generate the K-1s)
- ☐ **Social Security** statement (1099-SSA) **if you receive benefits** (we don't need the annual update of wages earned – but you should look at it carefully!!)
- ☐ **Closing Statements** for all real estate deals – buys AND sells, **including refinancing** (points may be deductible and property taxes are often paid at time of refinancing)
- ☐ **Estimated State and Federal Tax Payments** – amounts paid and DATES
- ☐ **Social Security Numbers** and dates of birth for new dependents
- ☐ **Basis of Securities Sold** – you don't want to pay gains on the total amount of a sale! Please provide the amount you paid for the investment, along with purchase date.
- ☐ **Investment Account Statements** – with enclosures (often there are little hidden deductions in those papers!)
- ☐ **Mortgage Interest Statement** (Talk to us about second-home deductibility for boats, RVs, etc! Sadly though, you may only deduct interest on 2 mortgages unless additional mortgages are related to rental properties)
- ☐ **Real Estate Taxes** – all real estate taxes are eligible for deduction
- ☐ **Mortgage Insurance Premiums** – new in 2007
- ☐ **Personal Property Tax** – car tax (see ownership tax and prior ownership tax on car registration) (Most of you forget to bring this one to us!)
- ☐ **Charitable Contributions** – **(check or credit card)** as well as **noncash** items and **volunteer work mileage and volunteer expenses!** Please provide the purchase price for items you are donating.

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Tax Return Checklist for Individual Tax Returns (con't)

- ☐ **Child Care Costs** – amount, name and social security number or tax id of provider, and the address.
- ☐ **Education Loan Interest**
- ☐ **529 Plan Contributions** (may be eligible for state deduction)
- ☐ **Tuition Payments** – college, graduate school, post-high school education of any kind
- ☐ **Health Insurance Premiums** paid AFTER tax or if self employed (or K-1 recipient)
- ☐ **Long Term Care Insurance Premiums –** split out per person
- ☐ Contributions/Withdrawals to/from **Medical Savings Accounts, Health Savings Accounts, IRAs, SEPs, SIMPLEs, KEOGHs, 401Ks**
- ☐ **Installment Sales** – first year, we need all documentation; after that we need to know about the payments received
- ☐ **Moving Expenses** (if job related)
- ☐ **Medical Expenses** – don't overlook mileage, lodging, prescribed "stop smoking" programs, glasses, braces, prescribed weight loss programs etc.
- ☐ **Family Changes!!** (new spouse, new children, children who have flown the nest, etc.)
- ☐ **New Address, New Phone Number, New E-mail Address** – anything NEW
- ☐ **Copy of Prior 2 Year's Tax Returns** – for new clients only
- ☐ **Bank Account Information** (voided check) – to have your refund direct deposited (if we don't have it from last year)