

Merrill Gilliland Tax Services LLC

Tax Preparation Checklist

Before your appointment go through the following checklist. Highlight the areas that apply to you and make sure you have that information available. Hint: attach this list to a folder and check items off as you add them.

Personal Information

- Social Security numbers and dates of birth for you, your spouse, and any dependents
- If new client: copies of last year's tax return
- If requesting direct deposit: your bank account and routing number

Income Information

- Forms:**
 - W-2** Employer income forms for you and your spouse
 - 1099-G** Unemployment income or state/local tax refunds
 - 1099-R** Distributions from IRA's or retirement plans
 - SSA-1099** Social Security benefits received
 - 1099-MISC** Independent contractor work (you and your spouse)
 - 1099-S** Income from sale of a property
 - 1099-C** For cancellation of debt
 - 1099** (-INT, -DIV) Interest and Dividends
 - K-1's** Investment or interest income
 - 1099-B** Sale of investments
 - 6252** Prior year installment sale
- Alimony received
- Business or farming income: profit/loss statement, equipment information
- Rental property income and expenses
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.

Deductions and Credits

- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid)
- For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements
- Records of Medical Savings Account (MSA) contributions
- Records of moving expenses
- Self-employed health insurance payment records
- Child care costs: provider's name, address, tax ID, and amount paid
- Alimony paid

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Deductions and Credits (for Itemized Returns):

- Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- Investment income expenses
- Charitable donations: cash, charity receipts, value of donated property, miles driven
- Medical and dental expense records (including miles driven)
- Casualty and theft losses: amount of damage, insurance reimbursements
- Miscellaneous tax deductions: union dues; unreimbursed employee expenses
- Records of home business expenses, home size/office size, home expenses
- Gambling losses

Taxes you've paid

- State and local income taxes paid
- Real estate taxes paid
- Personal property taxes

Other information

- Estimated tax payments made during the year
- Prior-year refund applied to current year and/or any amount paid with an extension to file
- Foreign bank account information

Note: Please DO NOT bring or drop off unopened (mailed) tax documents