Two Hills Certified Public Accountants
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Tax Preparation Checklist

Checklist of Information Needed to Complete Your Tax Return

If any item listed applies to you, check the box and attach the information

General Information

☐ If you are a new client or have had a change of address, email, or phone number, please complete the demographic information on page 3 of this checklist and provide a full copy of your 2017 federal/state tax returns.

☐ Did you have a child or other dependent that should be added to your return in 2018? If so, please complete the demographic information on page 3 of this checklist.

☐ Provide a copy of the front of a valid driver license for yourself and your spouse (we are now required to input this information before e-filing your tax return as an additional security measure)

Income Information

☐ Wages (Form W-2)
☐ Interest Income (Form 1099-INT)
☐ Foreign bank accounts, income +/or paid taxes
☐ Dividend Income (Form 1099-DIV)
☐ Stock Sale Information/Capital Gains (Form 1099-B)
  ☐ Each stock sale: If not included on 1099-B, Date purchased, number of shares bought, amount paid
☐ Pension Distributions (Form 1099-R)
☐ State / Local Refunds (Form 1099-G)
☐ Gambling Income (Form W-2G)
☐ Other Income
  ☐ Alimony Received[1]
  ☐ Unemployment Compensation (Form 1099-G)
  ☐ Social Security Benefits (1099-SSA)
  ☐ Disability Income
  ☐ Jury Duty
  ☐ Tip Income
  ☐ Scholarships (Form 1098-T)
  ☐ Education Savings Account Withdrawal (Form 1099-Q)
  ☐ Bartering Income (Form 1099-B)

☐ Small Business (self-employed or independent contractor business owner)
  ☐ Business Income (Form 1099-MISC plus items not on 1099-MISC)
  ☐ Business Expenses (We will discuss possible deductions and accounting for them)
  ☐ Vehicle Information (Year/Make/Model, business miles driven, total miles driven)
☐ Rental Property
  ☐ Rental Income (Form 1099-MISC)
  ☐ Related Expenses (Provide list)
☐ Schedules K-1 from Partnerships, S Corps, Trusts
☐ Sale of Real Estate
  ☐ Closing Statement – Sale of Property
  ☐ Closing Statement – Purchase of Property
  ☐ List of additions/improvements while you owned the property.

[1] Specify if divorce decree was entered after 12/31/18.

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Healthcare Information

Did each person on your tax return have health insurance for all of 2018? Yes ☐ No ☐

Where was the policy obtained (Circle One):

Employer / Medicare / Medicaid / Marketplace (Exchange) / Other

If you had coverage for only part of the year, which months?

Deduction Information

- ☐ IRA Contributions
- ☐ SEP, Simple, Keogh Plans
- ☐ Student Loan Interest (Form 1098-E)
- ☐ Alimony Paid[2]
  - ☐ Recipient Name and SS #
- ☐ Investment Interest
- ☐ Medical Expenses (if over 7.5% of income)
  - ☐ Medical mileage
  - ☐ Out of Pocket Medical
- ☐ Real Estate Taxes
- ☐ Other Taxes (including Sales tax paid on the purchase of autos, boats and RVs for personal use)
- ☐ Annual Vehicle Registration Statement (front and back) showing personal property taxes paid
- ☐ Mortgage Interest (Form 1098)
- ☐ Investment Interest
- ☐ Cash and Noncash Charitable Contributions (provide list with name of charity/organization and amount. If in-kind contribution, briefly describe items)

Tax Credits and Payment Information:

- ☐ Child Care Expenses
  - ☐ Provide name, address, SS# or EIN, and amount paid for each child
- ☐ Estimated tax payments (provide documentary proof of each payment made)[3]
- ☐ Legal papers for adoption, divorce or separation involving custody of your dependent children
- ☐ Tuition Statements (Form 1098-T) & Education Expenses
- ☐ Energy or vehicle tax credit information

Sales & Use Tax

Total goods purchased for which state sales tax was not paid: ______________________________

Direct Deposit or Refund Information:

☐ Bank Name ______________________________

Checking ☐ Savings ☐ Routing____________________ Account______________________

☐ Individual Retirement Account Name ______________________________

Routing____________________ Account______________________

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[2] Specify if divorce decree was entered after 12/31/18.

[3] If you are unable to provide cancelled check images, online confirmation receipt, or bank statements showing each payment, you can download your 2018 Account Transcript for free from the IRS online: https://www.irs.gov/individuals/get-transcript

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New Clients

	Taxpayer	Spouse
Name		
Date of Birth		
Address		
Phone Number		
Email Address		

Children/Dependents:

Name	Does the Child have Income over $2,100	Date of Birth	Social Security Number