

WATSON TAX SERVICE

TAX PREPARATION CHECKLIST

INCOME

Employment

_____ W-2 From each place of employment
Did you work just one day somewhere; receive sick pay?

Unemployed

_____ 1099-G Did you collect unemployment?

Self-Employed or Rental Property

_____ 1099-Misc Miscellaneous income
_____ 1099-K Income from credit card sales
Income and expense records, including bartering income
Depreciable assets (cost, date purchased, etc)
Mileage records

Retired

_____ 1099-R Retirement income (pension, 401K, IRA)
_____ SSA-1099 Social security or railroad retirement

Investment Income

_____ 1099-Div Dividends
_____ 1099-Int Interest
_____ 1099-B Sale of stock, land, etc., including your basis

Miscellaneous Income

_____ K-1 Income from S-corporations, partnerships, estates
_____ 1099-C Cancellation of debt
_____ 1099-S Sale of real estate, personal or business, also HUD stmt
_____ 1099-Q Distributions from 529 college plans
_____ W2-G Gambling income (also printout of gambling losses to offset)
_____ Jury duty income
_____ Prizes or awards
_____ Taxable alimony received
_____ Installment sale income
_____ Hobby income

Adjustments

_____ 1098-SA HSA contributions & expenditures
_____ Educator expenses
_____ IRA contributions
_____ Student loan interest
_____ Reservist expenses
_____ Alimony payed
_____ Moving expenses (active duty military required)

(over)

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DEDUCTIONS & CREDITS

Medical

- _____ 1095-A,B,C* Health insurance premiums
- _____ Long term care premiums
- _____ Out of pocket medical expenses for health, dental, vision, rx
- _____ Nursing home expenses
- _____ Medical mileage

Home Ownership

- _____ 1098 Mortgage interest and mortgage insurance
- _____ Real estate tax payments
- _____ Receipts for qualified energy credits

Taxes Paid

- _____ License plates - ONLY County tax paid, no other charges
- _____ Large ticket items sales tax paid (cars, boats, etc)

Charitable Donations

- _____ Receipts for cash or check donations
- _____ Non-cash donations listing with FMV
- _____ Volunteer miles driven for charitable purposes

Other Deductions

- _____ Casualty or theft losses
- _____ Unreimbursed employee expenses
- _____ Investment expenses
- _____ Job search expenses

Credits

- _____ 1098-T* Education credit - Tuition, books, supplies
- _____ Dependent Care Expenses - statement from provider
- _____ Qualified residential energy credits
- _____ *manufacturer's certification & receipt for purchase/install
- _____ Adoption expenses

INDIANA

- _____ Home school/private school deduction
- _____ IN LTC Partnership policy
- _____ IN 529 plan contributions-Account number required
- _____ IN universities/college donation receipts
- _____ Use tax due on out of state purchases
- _____ Renter's deduction - Landlord's name, address, months rented, rent paid

ESTIMATED TAXES PAID (please provide summary sheet)

- _____ Dates, amounts, US Treasury or Indiana
- _____ ideally provide copies of the cancelled checks, front/back

* these forms must be furnished to receive deduction/credit