



Allegiant Tax Services

TAX PREPARATION CHECKLIST

Use this checklist to help you gather your tax documents, receipts, deductions and records. It is usually helpful to provide your preparer with a copy of your previous year's tax return (new clients only).

Personal Information needed to prepare your return

- Full name, DOB, and Social Security card of taxpayer(s) and dependants claimed. (SS cards needed for new clients only)
- Driver's License for taxpayer and spouse.
- Medical coverage – If you have employer coverage or self-employment coverage bring Form 1095-C. If you have coverage through the Marketplace, bring Form 1095-A.
- Copy of a check for depositing your refund or paying an amount due to IRS.

INCOME

- W-2, W-2G, 1099-R, 1099-MISC, 1099-G, K-1, 1099-C.
- 1099-B, 1099-INT, 1099-DIV.
- Social Security benefits.
- _____

SELF EMPLOYED

- 1099-NEC, 1099-MISC, Cash Income, 1099-K.
- Records of all expenses — check registers or credit card statements, and receipts.
- Business-use asset information (cost, date placed in service, etc.) for depreciation.
- Mileage Log (Vehicle, Business Miles, Personal Miles)
- Home office information, if applicable.
- Estimated tax payments (1040ES).
- Self-employed health insurance payments.
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RENTAL INCOME

- Records of income & expenses (advertising, property taxes, mortgage interest, utilities, repairs, insurance, management fees, HOA dues, lawn expense).
- Rental assets for depreciation.
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INVESTMENTS

- 1099-B statements of all stock transactions, 1099-INT, 1099-DIV, and Traditional and Roth IRA contributions.
- Cost basis for stock transactions if not already reported.
- Statements for any IRA/401k/403b/457b accounts.
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DEDUCTIONS

- Home mortgage interest and property taxes.
- Charitable Contributions (cash and non-cash).
- Medical expenses.
- Personal property taxes (taxes paid on home improvements, boats, and major purchases like new vehicles).
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ADJUSTMENTS TO INCOME

- Child Care Expenses.
- Education Credits (student loan interest & and tuition).
- _____

* The above is intended to provide generalized financial information designed to educate a broad segment of the public; it does not give personalized tax, investment, legal or other business and professional advice. Before taking any action, you should always seek the assistance of a professional who knows your particular situation for advice on your taxes, your investments, the law or any other business and professional matters that affect you and/or your business. This document is intended for informational purposes only. It is in no way a complete list of documents and deductions used for your individual tax situation. This checklist is only intended to be a guide.