

Individual Tax Checklist

Itemized Deductions:

Medical (over 7.5% of adjusted gross income)

- Health and dental insurance premiums
- CoPays
- Deductibles
- Dental expenses out of pocket
- Prescription costs out of pocket
- Mileage for medical purposes
- Long term health insurance premiums

Taxes

- Real estate taxes paid (main home, vacant lots, second home, etc.)
- Auto registrations (amount paid to city/town, not state, indicate if new car purchased and date of delivery)
- Any sales tax paid in another state
- Resident tax paid

Mortgage

- Interest (first and second homes)
- Points paid for refinancing
- Mortgage Insurance Premiums paid

Charitable Contributions (with receipts, cancelled checks, etc.)

- Cash (name of organization, date, amount)
- NonCash (with receipt listing items donated, i.e., 10 pairs of pants, etc., date, and address)
- Miles driven for charitable purposes

Casualty Losses (theft, flood, fire)

- Value of property before and after casualty
- Cost of damages
- Insurance reimbursements
- Out of pocket costs

Miscellaneous Deductions:

- Employee deductions (vehicle mileage, office expenses, travel, meals, home office, union dues, business specific clothing, etc.)
- Tax preparation fees
- Safe deposit box
- Investment expenses
- Gambling losses (scratch tickets, bingo, etc. up to amount of earnings)



Income Items:

Wages (W2)

Interest Income (1099 INT)

Dividend Income (1099 DIV)

Sales of stocks or bonds (1099B)

Unemployment Compensation (1099G)

State Tax Refunds (1099G)

Rental Income

Distributions from retirement accounts (1099R)

Alimony Received

Social Security Received (SSA 1099)

Other Deductions and Adjustments:

Contributions to IRAs, or money withdrawn (Form 5498, 1099R)

Student Loan Interest Paid (1098E)

Tuition expenses paid (1098T)

Educator expenses, if you are a teacher (classroom supplies)

Moving expenses, why you moved and how far you moved

Health savings account distributions (1099 SA) and amount of distribution used for medical expenses

Alimony Paid-name and tax ID of person receiving alimony

Home Energy Improvements (Energy Star rated insulations, windows, doors, roofs, furnace)

Child Day Care – provider name, tax ID, address and amounts paid for each eligible child

