LEWIS TAX SERVICE
6930 Kaiser Drive
Lawrenceburg, IN 47025
812-926-3008
melissalewis@lewis-tax-service.com

TAX PREPARATION CHECKLIST

Before I begin to prepare your personal income tax return, go through the following checklist. Check the areas that apply to you, and make sure you have that information available. Attach the list to a folder of your tax documents, and check them off as you add them to your folder. Please note, some items may not pertain to all taxpayers.

General Taxable Income

- Alimony Received or Paid
- Dividend Income Statements: Form 1099-DIV
- Interest Income Statements: Form 1099-INT & 1099-OID
- Miscellaneous Income: Form 1099-MISC
- Sales of Real Estate: Form 1099-S
- Sales of Stock, Land, etc.: Form 1099-B
- State Tax Refunds: Form 1099-G
- Unemployment Compensation Received
- W-2 Form(s) for Wages, Salaries, and Tips
- Cancellation of Debt: Form 1099-C

Retirement Income

- Railroad Retirement & Social Security Income: Form SSA-1099
- Retirement Income: Form 1099-R

Business Income

- Business Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corp's
- Rental Income and Expenses
- Tax Deductible Miles Traveled for Business Purposes

Tax Credits Checklist

- Adoption Expense Information
- Child Care Provider Address, I.D. Number and Amounts Paid
- First Time Home Buyer Tax Credit
- Foreign Taxes paid

Expense and Tax Deduction Checklist

- Medical, Dental & Vision Expenses **PAID OUT OF POCKET**; miles driven
- Home Mortgage Interest from Form 1098
- Interest Paid on Camper, RV or Boat with sleeping & eating quarters
- Real Estate Taxes Paid
- Vehicle License Paid

LEWIS TAX SERVICE
6930 Kaiser Drive
Lawrenceburg, IN 47025
812-926-3008
melissalewis@lewis-tax-service.com

- Charitable donations; cash amounts, official charity receipts, cancelled checks; value of donated property; miles driven and out of pocket expenses
- Expenses related to your investments
- Job Hunting Expenses
- Employment related expenses (union dues, unreimbursed employee expenses, tools, uniform cost and cleaning, supplies, seminars, continuing education, publications, travel, etc.)
- Casualty and Theft Losses
- Last Year's Tax Preparation Fee (**only if new client**)
- Moving Expenses
- Student Loan Interest Paid

Tax Estimate Payments Checklist

- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year (**only if new client**)
- Off Highway Fuel Taxes Paid

General Information

- Bank Account Number (BAN) & Routing Number (RTN) (For direct deposit/debit purposes)
- Child Care Expenses for Each Dependent
- Copy of Last Year's Tax Return (**only if new client**)
- Dependents' Names, Years of Birth, and Social Security Numbers (**only if new client**)
- Dependents' Post High School Educational Expenses
- Educational Expenses for You and Your Spouse
- Prior Year Adjusted Gross Income (AGI) & Personal Identification (**only if new client**)

AFFORDABLE CARE ACT (ACA), PROOF OF HEALTH INSURANCE

MUST HAVE ONE OF THE FORMS TO FINALIZE YOUR TAX RETURN

- 1095-A – STATEMENT OF HEALTH INSURANCE THRU MARKETPLACE
- 1095-B – STATEMENT OF HEALTH INSURANCE FROM INSURANCE COMPANY
- 1095-C – STATEMENT OF HEALTH INSURANCE FROM LARGE EMPLOYER
- EXEMPTION CERTIFICATE FROM THE MARKETPLACE