ERNEST D. KELLY, LLC
DATA AND DOCUMENT CHECKLIST FOR TAX PREPARATION

Name:____ Tax Year:________ Date:_________

Personal Information

- Name, social security number and date of birth for taxpayer and spouse.
- Filing Status.
- Name, DOB, social security number, relationship and number of months lived with you for each dependent.
- Copies of last year's return.
- Bank account and routing number for direct deposit.
- State of Residency.
- Did you have minimum essential health coverage the entire year?
- Did you receive any advance premium tax credits?
- Did you receive forms 1095-A, 1095-B or 1095-C forms?
- Did you receive a tax exempt certificate number for health coverage?
- Are you required to pay the first time home-buyers credit back.

Income

- W-2 forms from each employer.
- 1099- Misc. forms.
- 1099-R Retirement, IRA, Etc.
- 1099-INT for interest and dividends.
- 1099-G for state unemployment.
- 1099-C Cancellation of Debt.
- K-1 from Partnership, Trust or S-Corp.
- SSA-1099 Social Security Benefits.
- Alimony Received.
- Self-employed Business income.
- 1099-B for the sale of stock or securities.
- 1099-S sale of property.
- Rental income.
- W-2G gambling winnings.
- Jury Duty.
- All other income sources.

Adjustments to Income

- 1099-Q Payments from Qualified Education Programs.
- 1099-SA Distributions from HSA, MSA, Etc.
- 1098-T Tuition fees paid.
- 1098 for Mortgage interest.
- Settlement sheet if purchased or sold property.
- Real estate taxes.
- Summary of medical and dental expenses.
- Charitable contributions.
- Child care expenses.
- Estimated federal and state tax payments.
- Moving expense.
- 1098-E Student loan interest.
- IRA, SEP or SIMPLE contributions.
- Self-employed health insurance payments.
- Casualty losses.
- Adoption cost for disabled children.
- Rental expenses.
- Investments interest expenses.
- All employee business expenses that you were not reimbursed for.
- Per Diem.
- Personal Property Tax.
- Vehicle license fees based on value of vehicle.
- If you worked out of the country, dates in and out of country and country you worked in.

Additional Information that May Affect your Taxes.

- Did you convert a traditional IRA to a Roth, or recharacterize a Roth back to a traditional IRA?
- Were you disallowed EIC on your last return.
- Did you receive a notice from the IRS regarding your previous year return?
- Did your children under 14 years of age receive investment income?
- Do you have a foreign bank account?
- Did you receive non-taxable sick Pay?
- Did you receive money from a lawsuit?
- Did you receive money from any other sources not previously mentioned in this checklist?
- Have you had identity theft?

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