



**ENVISION**  
WEALTH STRATEGIES

# TAX RETURN PREP

## Documents and Information Needed to Prepare Tax Return

This checklist is a guide to help you gather necessary forms and receipts for preparing your income tax return. Choose those categories that apply to you, and make sure you have all the relevant documents before turning in your taxes to your tax professional. This list may not be all inclusive.

### Personal Information

- Address, telephone numbers, email addresses
- Personal, spouse, children/dependents (name, SSN, date of birth, relationship, month lived in home, student?)
- Copy of last year's tax return
- Copy of a voided check

### Personal Income

- Employment income (W-2 forms)
- Interest and Dividend income (1099-INT-DIV-OID-B forms, K1)
- Distributions from medical savings accounts (1099-SA)
- Alimony Received (from divorces finalized before January 1, 2019)
- IRA Distributions, Pension, Annuity (1099-R forms)
- Unemployment (1099 G forms)
- Social Security benefits (SSA-1099 forms )
- Estate and Trust income (1041 forms, K1)
- Schedules C, E, F ( 1040 forms)
- State and local income tax refunds (1099-G form)
- Income from 529 plans (1099-Q form)
- Scholarships/fellowships (1098-T)
- Miscellaneous income (1099-MISC, gambling winnings, jury duty pay)

### Self-Employment Income

- Business income (1099-MISC forms 1099-NEC or 1099-K)
- Partnership income (K-1, 1065 forms)
- S Corporation investment income (K-1, 1120-S forms)
- Rental property income (1099-MISC)

## Personal Expenses

- Mortgage interest, HELCO interest (1098 forms)
- Property sales proceeds (1099-S forms)
- Real estate taxes paid (should be on mortgage statement)
- Personal property taxes (pink registration slip from vehicle and/or boat, etc.)
- Medical, prescriptions, doctors/dentists, hospitals, long term care insurance, health insurance, eye glasses, other (1095-A and/or 1095-C)
- Charitable donations (listed individually)
- Child care expenses (include child care provider name, address, tax ID number, amount paid)
- IRA contributions (traditional, SEP, Roth)
- Job related expenses (educators, out of pocket classroom expenses)
- Education tuition (Hope/Lifetime learning credit, post-secondary expenses (1098-T form))
- Student loan interest (1098-E form)
- Alimony paid (from divorces finalized before January 1, 2019)
- Adoption expenses (legal, transportation, other). Adoptee name, social security number, date of birth.
- Estimated tax payments during the year, state and local income taxes paid
- Casualty and theft loss (\$100 per casualty and 10% of your AGI)
- Contributions to Educational Savings Plans (529 plans)
- Records for any other expenses that may be deductible (moving expenses)
- Energy Credit

## Self –Employment Deductions

- Business-related expenses
- Employment and business taxes paid
- Deductions and Expenses

### Jill Ehlers

Financial Advisor, AIF®

17021 Lakeside Hills Plaza #201

Omaha, NE 68130

Phone: 402.932.4294

Email: [Jill@envisionwealthstrategy.com](mailto:Jill@envisionwealthstrategy.com)

Website: [Envisionwealthstrategy.com](http://Envisionwealthstrategy.com)



**ENVISION**  
**WEALTH STRATEGIES**

Securities offered through Registered Representatives of Cambridge Investment Research, Inc., a broker-dealer member FINRA/SIPC. Advisory services through Cambridge Investment Research Advisors, Inc., a Registered Investment Adviser. Cambridge and Envision Wealth Strategies are not affiliated. Cambridge does not provide tax/legal advice