

## One Stop Tax Preparation Service Tax Return Checklist

Here is a handy checklist of items needed to prepare your tax return.

**Send only *copies* of your information, *never* the originals.** For data security, **black out any Social Security numbers or bank account numbers.**

- W-2s (Wage statement) from all your employers. I only need one copy, not all the copies.
- 1099-INT (interest statements) from all your banks and mutual funds
- 1099-DIV (dividend statements) from your stock broker or mutual fund
- 1099-R (distributions from a pension or IRA)
- 1099-G (Government payments) if you got a state tax refund last year
- 1099-MISC if you had any miscellaneous income from prizes, awards, etc.
- Charitable receipts or canceled checks from your church or charity. No receipt, no deduction allowed, sorry.

If you own a house

- 1098 Mortgage interest statement
- Property taxes paid (bill from the county or your canceled check)

If you had your own business:

- Any 1099 forms you received for your services as an Independent Contractor
- A list of commissions, payments or sources of income
- Lists of expenses including: auto expenses (mileage), office expenses, legal & professional fees, supplies, telephone, travel and meals, equipment

If applicable:

- Investment, tax return and safe deposit box receipts
- Child care receipts
- Unreimbursed employee expenses
- Medical receipts if you had major medical expenses
- A signed copy of the tax preparation engagement letter (available at <http://caroltoppcpa.com/tax-preperation-services/> )

I hope you'll enjoy using my One Stop Tax Preparation Service. I know it seems like a lot of papers, but keeping good records is the key to lower taxes! Put everything in the enclosed, stamped, addressed envelope. **Please notify me by phone or e-mail when you have mailed the envelope.**

Thank you for your business,

Carol L. Topp, CPA  
[www.CarolToppCPA.com](http://www.CarolToppCPA.com)