

Basic Tax Return Preparation Checklist

Use the checklist below to gather your tax documents. This is a list of basic documents to get you started. Individual circumstances might require additional documents.

If you need assistance with tax preparation, give us a call at (832) 768-8520.

Personal Information:

- ☐ Name, address, Social Security numbers, date of birth for you, your spouse, and your dependents
- ☐ Copy of last year tax return
- ☐ Bank account number and routing number for direct deposit of tax refund
- ☐ Foreign bank account information: location, name of bank, account number, peak value during the year

Information about your income:

- ☐ W-2 for you and your spouse
- ☐ 1099 for you and your spouse
- ☐ K-1s from any businesses
- ☐ Info on any other income

Information about deductions:

- ☐ Form 1098 for mortgage interest
- ☐ Form 1098-E for student loan interest
- ☐ Form 1098-T for education expenses
- ☐ Self-employed health insurance payments record (only applies if you are self-employed)
- ☐ Child Care costs (provider's name, address, tax ID, and amount paid)
- ☐ Rental property income/expense

Taxes you've paid:

- ☐ Real estate taxes paid
- ☐ Estimated tax payments made