



## Income Tax Filing Checklist

At [The Mobile CPA](#), we understand that getting ready for filing taxes can be challenging, so we have created a handy checklist to help you prepare for your income tax filing.

Follow our checklist so we can prepare your taxes accurately and file on time so that you can get back to the other important things in life.

**⚠ Current clients**, please inform us of any change in address, phone number, email, banking information, marital status, or dependents.

### **1. Earned Income Documents**

Gather all the documents that show the money you earned during the tax year, such as W-2's and 1099s.

### **2. 1099 Forms**

Another important tip is to make sure your 1099 forms are in order. For example, the 1099-NEC if you are self-employed, 1099-INT if you get interest income, 1099-DIV if you receive dividends, 1099-B if you sell stocks, bonds, derivatives, or other securities through a broker, 1099-K if you made third-party transactions, etc.

### **3. Retirement Contributions**

Make sure to notify us of the amounts you contributed to your retirement.

### **4. Educational expenses**

If you are a teacher, you can add the cost of any supplies you purchased personally. If you made payments towards a student loan, bring Form 1098-E that reports the interest you paid. College tuition expenses are on form 1098-T, college withdrawals from 529 plans reported on IRS form 1099-Q.

### **5. Medical bills**

Medical bills could provide tax savings if you qualify to itemize. Other criteria are involved, however, if amount is significant be sure to bring the total.

### **6. Property taxes and mortgage interest**

Mortgage on your personal residence on form 1098 that captures your mortgage interest and real estate taxes paid.

### **7. Charitable donations**

Charitable donations can count as a tax deduction if you qualify to itemize.

### **8. Proof of tax payments**

Ensure you provide proof of paying any quarterly estimated tax payments made throughout the year. These can be either federal, state, or local.

### **9. Date of birth, and personal information for everyone on your return**

Date of birth, social security number, and name of any children born during the tax year are essential pieces of personal information we will need to file your taxes. Notify us of dependents you are no longer claiming. New clients additionally need to bring driver's license, canceled check, and prior year return, and inform us if they have moved.

### **10. Alimony amount**

As of January 1, 2019 alimony payments are neither deductible nor count as income when filing for your taxes.

### **11. Business income and expenses**

If you have a business, you will need to include a summary of income, receipts, credit card statements, records of checks you have written, etc. We prefer to have them totaled, but are happy to do it for you.

### **12. Rental property income and expenses**

All rental property income and expenses must be reported on your tax return. It should include insurance, cleaning, repairs, improvements, taxes, mortgage interest, to name a few.

### **13. Social security benefits**

Tax form SSA-1099 is mailed each year to individuals who receive social security benefits and must be included in your tax return.

### **14. Retirement distributions**

1099-R is a tax form for reporting distributions from annuities, profit-sharing plans, retirement plans, IRAs (Individual Retirement Account), insurance contracts, or pensions.

### **15. Miscellaneous income**

Miscellaneous income required to be reported is jury duty, gambling winnings, scholarships, etc.

### **16. Child care costs**

You can generally deduct money you paid to caregivers providing child-care service. Bring paperwork with provider's name, address, tax ID, and the amount paid per child.

### **17. Unreimbursed expenses**

This includes union dues, unreimbursed employee expenses such as uniforms, supplies, continuing education, etc. 18. A 529 plan Please inform us of any 529 plan contributions (education savings plan).

### **19. Income from sales of property or cancellation of debt**

If you have a canceled/settled debt or a sale of property, it could be income for tax purposes.

If you are looking for tax preparation services, reach out to tax expert [James P. Collins, CPA](#) at The Mobile CPA serving in Conneaut Lake, Pennsylvania.

We are a full-service accounting firm to help with your business's accounting needs; providing accounting, taxation, bookkeeping, payroll, and business consulting. Our certified public accountant tax services are available to clients across the United States of America.

Learn more about The Mobile CPA's [tax services](#), and how we can help maximize your refund to keep the income you deserve.

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