

## 2011 Tax Checklist

- Names, SSN, DOB, and occupation for all listed on tax return
- 2010 Tax Returns (federal, state, and local)
- State & Local refunds and payments made in 2011 from the 2010 tax return
- Mortgage interest (1098), real estate taxes, points paid for buying or refinancing
- Any other income – miscellaneous (1099-MISC), rental, gambling, jury, alimony, unemployment, state tax refunds (1099-G), SS benefits (1099-SSA)
- Self Employment income and expenses
- All interest, dividends, investment-related statements (1099-INT, 1099-OID, 1099-DIV, 1099-B)
- Distributions from retirement plans and pensions (1099-R)
- Any work related expenses – teachers, clothing, travel, tools, dues, publications
- Traditional/Roth IRA contributions
- Donations, charity, mileage
- Medical expenses, health insurance amounts
- Moved? – locality, dates, settlement sheet
- Childcare expenses (tax ID for daycare provider)
- Education expenses (1098-T)
- Estimated quarterly tax payments to the IRS or State made in 2011 (including January 2012 payment)
- Bank information for Direct Deposit/Electronic Funds Withdrawal
- Personal Energy Property- energy saving improvements