PAGANO & ASSOCIATES
ACCOUNTANTS AND ADVISORS

SHORT LIST FOR LESS COMPLICATED TAX RETURNS:

- ☐ Drivers license(s) and Social Security cards for taxpayer and spouse
- ☐ Dependents' Social Security cards and Dates of Birth
- ☐ Death Certificate if taxpayer, spouse or dependent died during the year
- ☐ Wage Statements – Form W-2(s) – We need all forms. If you are missing a W-2, please contact your employer to get a copy.
- ☐ Pension or Retirement income – 1099-R
- ☐ If you have a copy, last year's Federal and State Tax Returns
- ☐ Self-Employed Business Income and Expenses (expenses should include all cost of running the business including mileage) – 1099 Misc.
- ☐ Farm Income & Expenses (including business mileage) - Form 1099-Misc.
- ☐ Child Care Expenses & Provider Information (Name, address and Employer Identification number for provider)
- ☐ Direct Deposit information if you want your refund deposited directly to your checking or savings account (Routing number and Account number)

PLEASE REVIEW THE LIST BELOW FOR ANY OTHER ITEMS THAT MAY APPLY TO YOUR TAX SITUATION:

- ☐ Interest and Dividend Income – Form 1099-INT/Form 1099-DIV
- ☐ State Income Tax Refund Amount – Form 1099-G
- ☐ Sales of Stocks or Bonds – Form 1099-B – In addition to the 1099-B, we need the stock basis (how much you paid – You can get this from your brokerage company), date stock was originally purchased, name of stock and number of shares sold.
- ☐ Unemployment Income - Form 1099-G (this may vary by state) Bring in whatever form the state uses to report unemployment compensation benefits.
- ☐ Social Security Income - SSA-1099
- ☐ Lottery or Gambling Winnings – Form W-2G
- ☐ Alimony paid and received – If you paid alimony we need the recipient's Social Security Number.
- ☐ Over-The-Road-Truckers – We will need the number of days on road, location and expenses.
- ☐ Income and Expenses from Rental properties
- ☐ Mortgage, Refinance or Home Equity Loan Interest Paid – Form 1098
- ☐ Real Estate Taxes Paid
- ☐ Personal Property Taxes paid (e.g. cars and boats)
- ☐ Sales Tax Paid
- ☐ Medical Expenses paid out-of-pocket (Doctors, Dentists, eye care, prescriptions, hospital, etc.)

- ☐ Medical and charitable “mileage”
- ☐ Cash and Non Cash Charitable Donations – If non-cash charitable contributions exceed $500, we need the name, address and Federal Identification Number for the organization receiving the donation.
- ☐ Sale of Residence – Closing Documents (e.g. HUD 1 Statement), Form 1099-S
- ☐ Un-reimbursed Employment-Related Expenses (including mileage)
- ☐ Job-Related Educational Expenses
- ☐ Educator Expense – Money spent out-of-pocket as a teacher
- ☐ Tuition and Education Fees – Form 1098-T
- ☐ Student Loan Interest – Form 1098-E
- ☐ Lottery or Gambling Losses
- ☐ Casualty/Theft Losses
- ☐ Foreign/Other Taxes Paid
- ☐ Estimated tax payment amounts (1040 ES) – Please include the dates paid.
- ☐ State and Local Tax Payments
- ☐ Moving Expenses
- ☐ IRA Contributions – Form 5498
- ☐ If part-year State resident, we need the following: Dates lived in each state, County or City where you resided in each state, School district where you resided in each state
- ☐ Form 8832 or Divorce decree for noncustodial parent claiming a dependent child
- ☐ Multiple Support Document – Form 2120
- ☐ Sale of Business Property
- ☐ Income and Expenses from Partnerships, S Corporations, Trusts, and Estates – Schedule K1
- ☐ Adoption Expenses
- ☐ Any form that says "Do not throw away, Tax Document"