

2020 Tax Preparer Checklist

Step 1: Collect Forms, Receipts, Documents, etc. necessary to prepare and e-file your taxes. Fill out client information sheet. Complete list below with client.

Step 2: Gather personal information supporting documents, upload documents, and enter client information in mobile apps, online client portal, or directly in tax software. USE TAXESTOGO app so client can sign documents electronically.

List of Tax Preparation Forms & Documents

Taxable Income Forms, Documents

- [W-2 Form\(s\)](#) for Wages, Salaries, and Tips
- Interest Income Statements: Form [1099-INT](#) & 1099-OID
- [Dividend Income](#) Statements: Form 1099-DIV
- Sales of Stock, Land, etc. for [Capital Gains](#): Form 1099-B
- Sales of Real Estate: Form 1099-S
- [State Tax](#) Refunds: [Form 1099-G](#)
- [Alimony](#) Received or Paid
- [Unemployment Compensation](#) Received
- Miscellaneous Income: [Form 1099-MISC](#)
- [Retirement Income](#): [Form 1099-R](#)
- [Social Security Income](#) and Railroad Retirement Income: Form SSA-1099
- [Business Income](#) and Expenses
- Rental Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- [Tax Deductible Miles Traveled](#) for Business Purposes

Tax Credits

- [Child Tax Credit](#)
- Child Care Provider Address, I.D. Number and Amounts Paid for the [Child and Dependent Care Credit](#)
- [Earned Income Tax Credit \(EITC\)](#)
- [Adoption](#) Expense Information for the Adoption Credit

- Foreign Taxes paid
- First Time Home Buyer Tax Credit

Tax Deductions, Expenses

- Medical Expenses for the Family
- Medical Insurance Paid
- Prescription Medicines and Drugs
- Doctor and Dentist Payments
- Hospital and Nurse Payments
- Tax Deductible Miles Traveled for Medical Purposes
- Home Mortgage Interest from Form 1098
- Home Second Mortgage Interest Paid
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return (if claiming itemized deductions)
- Personal Property Taxes Paid
- Charitable Cash Contributions
- Fair Market Value of Non-cash Contributions to Charities
- Unreimbursed Expenses Related to Volunteer Work
- Tax Deductible Mileage for Volunteer Purposes
- Casualty and Theft Losses
- Amount Paid to Professional Preparer Last Year
- Unreimbursed Expenses Related to Your Job
- Miles Traveled Related to Your Job
- Union and Professional Dues
- Investment Expenses
- Job-hunting Expenses
- IRA Contributions
- Student Loan Interest Paid
- Moving Expenses
- Last Year's Tax Return Preparation Fee

Tax Estimate Payments

- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year

Off Highway Fuel Taxes Paid

General Information

[Copy of Last Year's Tax Return](#)

Social Security Numbers for You and Your Spouse

[Educational Expenses](#) for You and Your Spouse

Dependents' Names, Years of Birth, and Social Security Numbers

Dependents' Post High School Educational Expenses

[Child Care Expenses](#) for Each Dependent

Prior Year Adjusted Gross Income (AGI) - [how to find last year's adjusted gross income \(AGI\)](#)

Routing Transmit Number (RTN) (For direct deposit/debit purposes)

Bank Account Number (BAN) (For direct deposit/debit purposes)