BOTTOM LINE
ACCOUNTING, INC

5377 Porter Road • N. Olmsted, OH 44070
Phone: (440) 777-0221 • Fax: (440) 779-0486
www.blatax.com • decaire@blatax.com

Tax Preparation Checklist

The following checklist will help ensure you submit all necessary documents for your tax return to be completed and processed as quickly and efficiently as possible.

Personal Information

Please submit via the Client Information Form

Sources of Income

Employed

- ❑ Form W-2

Unemployed

- ❑ Unemployment (1099-G)

Self-Employed

- ❑ Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or new 1099-NEC
- ❑ Expenses — totaled by type of expense (you are responsible to keep all necessary documentation)
- ❑ Business-use asset information (cost, date placed in service, etc.) for depreciation
- ❑ Office in home information, if applicable.
- ❑ Record of estimated tax payments made (Form 1040–ES)

Rental Income

- ❑ Rental income, total days rented
- ❑ Expenses — totaled by type of expense (you are responsible to keep all necessary documentation)
- ❑ Rental asset information (cost, date placed in service, etc.) for depreciation
- ❑ Record of estimated tax payments made (Form 1040–ES)

Retirement Income

- ❑ Pension/IRA/annuity income (1099-R)
- ❑ Traditional IRA basis (i.e., amounts contributed to the IRA that were already taxed)
- ❑ Social security/RRB income (SSA-1099, RRB-1099)

Savings & Investments or Dividends

- ❑ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- ❑ Income from sales of stock or other property (1099-B, 1099-S)
- ❑ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- ❑ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- ❑ Expenses related to your investments
- ❑ Record of estimated tax payments made (Form 1040–ES)
- ❑ Transactions involving cryptocurrency (Virtual currency)

Other Income & Losses

- ❑ Gambling income (W-2G or records showing income, as well as expense records)
- ❑ Jury duty records
- ❑ Hobby income and expenses
- ❑ Prizes and awards
- ❑ Trust income
- ❑ Royalty Income 1099–MISC
- ❑ Any other 1099's received
- ❑ Alimony paid/received with ex-spouse's name and SSN, if divorce final before 12/31/2018, date finalized
- ❑ State tax refund

Types of Deductions

Home Ownership
- ❑ Forms 1098 or other mortgage interest statements
- ❑ Real estate and personal property tax records
- ❑ Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- ❑ All other 1098 series forms

Charitable Donations
- ❑ Cash amounts donated to houses of worship, schools, other charitable organizations, **(up to $300 per taxpayer is deductible without itemizing deductions)**
- ❑ Records of non-cash charitable donations
- ❑ Amounts of miles driven for charitable or medical purposes

Medical Expenses
- ❑ Amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals

Health Insurance
- ❑ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

Childcare Expenses
- ❑ Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- ❑ Amounts paid to a baby-sitter or provider care of your child under age 13 while you work
- ❑ Expenses paid through a dependent care flexible spending account at work

Educational Expenses
- ❑ Forms 1098-T from educational institutions
- ❑ Receipts that itemize qualified educational expenses
- ❑ Records of any scholarships or fellowships you received
- ❑ Form 1098-E if you paid student loan interest

K-12 Educator Expenses
- ❑ Totals for classroom expenses (for educators in grades K-12)

State & Local Taxes
- ❑ Amount of state and local income or sales tax paid (other than wage withholding)
- ❑ Invoice showing amount of vehicle sales tax paid and / or personal property tax on vehicles

Retirement & Other Savings
- ❑ Form 5498-SA showing HSA contributions
- ❑ Form 5498 showing IRA contributions
- ❑ All other 5498 series forms (5498-QA, 5498-ESA)