



Harmon Financial
& Tax Services, LLC

Tax Preparation Checklist

Personal Information

- ☐ Full names of filers and dependents
- ☐ Social Security numbers of all filers and dependents
- ☐ Dates of birth for all filers and dependents
- ☐ Current address, phone #s, occupations
- ☐ Copy of last year's federal and state tax returns (unless prepared here)
- ☐ Amounts and dates of any quarterly tax estimates paid
- ☐ Bank account number and routing number for direct deposit
- ☐ Copy of driver's licenses for filers

Income Information

- ☐ W-2 forms
- ☐ Retirement income or retirement plan distributions (Form 1099-R)
- ☐ Social Security (Form SSA-1099) or Railroad Retirement benefits (Form RRB-1099)
- ☐ Interest income (Form 1099-INT, 1099-OID)
- ☐ Dividend income (Form 1099-DIV)
- ☐ Proceeds from broker transactions (Form 1099-B)
- ☐ Partnership, S Corporation, or trust income (Schedule K-1)
- ☐ Sale of home or other real estate (Form 1099-S & Settlement Statement)
- ☐ Self-employment income (Form 1099-MISC, 1099-NEC), Farm Income, Rental Income
- ☐ State or local income tax refunds (Form 1099-G)
- ☐ Unemployment compensation (Form 1099-G)
- ☐ Miscellaneous income (Form 1099-MISC)
- ☐ Any other income (alimony, jury duty, gambling, lottery, prizes, awards, scholarships, fellowships)
- ☐ Amount of stimulus payment received

Expense Information

- ☐ Mortgage interest paid (Form 1098)
- ☐ Settlement statement from purchase of new home
- ☐ Second mortgage interest paid
- ☐ Real estate taxes paid
- ☐ Personal property taxes paid
- ☐ Education expenses (1098-T, transcript of charges & payments, book receipts)
- ☐ Student loan interest paid (Form 1098-E)
- ☐ College fund contributions
- ☐ Charitable contributions
- ☐ Health care expenses, health insurance expenses (Form 1095-A if marketplace insurance)
- ☐ Long term care premiums paid
- ☐ Retirement plan contributions
- ☐ Income tax return preparation fees
- ☐ Business expenses, Farm Expenses, Rental Expenses (See Business/Farm/Rental Checklists)
- ☐ Child care expenses-names, addresses, tax IDs or SSN of provider(s)
- ☐ Alimony paid
- ☐ Adoption expenses