Holl Bookkeeping Services
151 Sunrise Drive, Syracuse, New York 13205
Phone: 315-727-2531
Website: www.hollbookkeepingservices.com
Email: hollbookkeepingservices@gmail.com

Checklist of Information Needed to Complete Your Tax Return

If any item listed applies to you, check the box and attach the information

Income Information

- ☐ Wages (Form W-2)
- ☐ Interest Income (Form 1099-INT)
- ☐ Foreign bank accounts, income +/or paid taxes
- ☐ Dividend Income (Form 1099-DIV)
- ☐ Stock Sales Information/Capital Gains (Form 1099-B)
  - ☐ Each Stock Sales: Date Purchased, number of shares bought, Amount paid
- ☐ Stock Sale Information/Capital Gains (Form 1099-B)
- ☐ Pension Distributions (Form 1099-R)
- ☐ State / Local Refunds
- ☐ Gambling Income (Form W-2G)

Other Income

- ☐ Alimony Received
- ☐ Unemployment Compensation (From 1099-G)
- ☐ Social Security Benefits (Form 1099-SSA)
- ☐ Education Savings Account Withdrawal (Form 1099-Q)
- ☐ Bartering Income (Form 1099-B)
- ☐ Tip Income
- ☐ Scholarships (Form 1098-T)
- ☐ Disability Income
- ☐ Jury Duty

Small Business (Self-employed or Independent contractor business owner)

- ☐ Business Income (Form 1099-Misc plus items not on 1099-Misc)
- ☐ Business Expenses (Provide List or use the Business Organizer or Profit & Loss Statement)
- ☐ Vehicle Information

Rental Property

- ☐ Rental Income (Form 1099-MISC)
- ☐ Rental Expenses (Provide List or Use the Business Organizer or Profit & Loss Statement)

☐ **Schedule K-1 from Partnerships, S Corps, Trust**

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- ☐ **Sale of Real Estate not qualifying for Personal Residence Exemption**
  - ☐ Closing Statement – Sale of Property
  - ☐ Closing Statement – Purchase of Property
  - ☐ List of Additions/Improvements while you owned the property
  - ☐ Forgiveness of Debt Income (Form-C or 1099-A)

Deduction Information

- ☐ IRA Contributions
- ☐ SEP, Simple, Keogh Plans
- ☐ Student Loan Interest (Form 1098-E)
- ☐ Alimony Paid
  - ☐ Recipient Name & SS#
- ☐ Cash & Noncash Charitable Contributions
- ☐ Medical Expense
  - ☐ Health Insurance
  - ☐ Out of Pocket Medical Expenses
- ☐ Real Estate Taxes
- ☐ Other Taxes (including Sales tax paid on purchase of Auto, boats and RV's for personal use
- ☐ Mortgage Interest (Form 1098)
  - ☐ Investment Interest
  - ☐ Moving Expenses
- ☐ Casualty/Theft Loss
- ☐ Employee Business Expenses (Provide list or use Profit & Loss Statement)

Credit and Payment Information

- ☐ Child Care Expenses
  - ☐ Provide Names, Address, SS# or EIN and amount paid for each child
- ☐ Copy of Voided check (for direct deposit of refund information
- ☐ Estimated tax payments (Dates and Amounts Paid)
- ☐ Energy or Vehicle Tax Credit Information
- ☐ Legal Papers for adoption, divorce or separation involving custody of your dependent children
- ☐ Closing statement for first-time or long-term home buyers credit
- ☐ Tuition Statements (Form 1098-T) & Education Expenses