



# Kathy Knapp CPA, LLC

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## Personal data:

- Address if different from prior year
- Telephone #;s if different from prior year
- Social security numbers including spouse and children
- Birthdates
- Child care provider: Name, address & SSN or tax I.D. #

## Employment & Income Data

- W-2 Forms
- Miscellaneous income including Rent Income: Forms 1099-Misc
- Partnership, S-Corporation, & trust income: Schedules K-1
- Pensions, IRA's, and annuities: Forms 1099-R
- Social Security benefits: Forms SSA-1099
- Alimony Received
- Gambling & Lottery winnings
- State and local income tax refunds: Forms 1099-G
- Unemployment Compensation

## Homeowner/Renter Data

- Mortgage interest: Forms 1098
- Closing statements from Sale of Home or other real estate
- Real estate taxes paid
- Moving expenses
- Hazard/Homeowner's Insurance amount
- Utilities for Rental property

## Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Cost Basis information on Investment Sales if not shown on Form 1099-B
- Retirement plan distributions: Form 1099-R

## Education Expenses

- Student loan interest paid
- Tuition and Fees paid for post-secondary education
- Scholarships/grants received

## Automobiles

- Ownership tax on registration forms
- Total mileage driven during year, if applicable
- Business mileage driven, if applicable
- Auto Loan interest paid if vehicle used for business

## Expenses

- Cash donations
- Non-Cash donations: Name of organization and date of donation
- Unreimbursed expenses related to your job
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Health Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation fees

## Self-Employment Data

- Business income: Forms 1099-MISC and/or own records
- Business related expenses: Receipts, other documents showing detail of expenses

## Miscellaneous Tax Documents

- Federal & State estimated income tax paid for current year: Amount and date paid
- IRA, Keogh, & other retirement plan contributions
- Medical expenses