



# 2019 Tax Preparation Checklist

Before you begin to prepare your income tax return, go through the following checklist. Highlight the areas that apply to you, and make sure you have that information available. Better yet, attach the list to a folder of your tax documents, and check items off as you add them to the folder

## Identification Information

This information tells the IRS exactly who's filing, who is covered in your tax return, your refund and where to deposit

- Government Issued Photo ID** (Such as drivers license) for Taxpayer and Spouse (if filing jointly)
- Copies of Social Security Cards** for everyone listed on the tax return (due to the 2019 Tax Cuts and Jobs Act changes for CTC EIC ODC eligibility & requirements )
- Bank account number and routing number**, if depositing your refund directly into your account

You do not need to re-submit if we already have your info. from prior years

## iTax Company - Client Forms

- Client information Form \*Required*
- Engagement Letter \*Required*
- Document Submission Form*
- 2019 Individual Taxpayer Tax Organizer*
- 2018 Borrador del contribuyente individual*
- 2019 S-Corp Tax Organizer*
- 2019 Tax Changes - ITax Newsletter*

**\* IF YOU ARE A NEW CLIENT \***

Please provide copies of the last 2 Years Tax Returns (including state returns)

## Income and Investment Information

- Form W-2 Wage and Tax Statement**
- Bank or financial institution statements** - Did you make contributions to an IRA? You'll need a Form 5498. Are you paying down student loan debt? Be sure to grab your Form 1098-E. Did you take out a home mortgage? Be sure to have your Form 1098 Mortgage Interest Statement
- Last year's state refund amount** If you itemize your deductions then your state refund for tax purposes is considered income
- Other miscellaneous income records** - This could include award money, gambling winnings, lottery pay-outs, etc.
- Any (and all) Form 1099s** - There are several different types of 1099. Some of the common ones include:

- 1099-MISC if you are self-employed and received \$600+ from a client
- 1099-INT, -DIV, -B, or K-1s for investment or interest income
- 1099-G if you received money or benefits from the government
- 1099-K if you made third-party transactions (through PayPal or Venmo, for example)
- 1099-R for distributions from a retirement plan, IRA, pension, annuity, etc.
- 1099-S forms for income from sale of a property
- SSA-1099 for Social Security benefits received
- Alimony received
- 1099-C forms for cancellation of debt
- Rental property income and expenses: profit/loss statement, suspended loss information
- Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc

## Self-Employment and Business Records

- Bookkeeping records**
- Profit/loss statement**

### Schedule C (Self-Employment) Tax Organizers:

- PDF [Self-Employed Tax Organizer](#)
- PDF [Simple P&L \(Income/Expenses\)](#)
- PDF [Business Use of Car](#)
- PDF [Trucking \(Sch. C\)](#)

## Adjustments to your income

- Form 1098-E** for student loan interest paid (or loan statements for student loans)
- Form 1098-T** for tuition paid (or receipts for tuition paid for post-high school)
- For teachers:** Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Records of **IRA** contributions made during the year
- Records of **Medical Savings Account (MSA)** contributions
- Form 1095-A Health insurance coverage form** If you are enrolled through the Marketplace you must bring Form 1095-A.

If you itemize your deductions: [Standard Vs Itemized Deduction](#) <--- Click to learn more

## Deductions and credits

The government offers a number of deductions and credits to help lower the tax burden on individuals, which means more money in your pocket. You'll need the following documentation to make sure you get all the deductions and credits you deserve:

- Child care costs:** provider's name, address, tax ID, and amount paid [Deductible Child Care Costs - Read more](#)
- Education costs:** Form 1098-T, education expenses
- Adoption costs:** SSN of child; records of legal, medical and transportation costs

- Forms 1098:** Mortgage interest, private mortgage insurance (PMI), and points you paid [Read more](#)
- Investment interest expenses**
- Charitable donations:** cash amounts, official charity receipts, canceled checks; [Read more](#)  
value of donated property; miles driven and out-of-pocket expenses
- Medical and dental expense records** [Read more](#)
- Casualty and theft losses:** amount of damage, insurance reimbursement
- Records/amounts of other miscellaneous tax deductions:** union dues;  
unreimbursed employee expenses (uniforms, supplies, seminars, travel, etc.)  
continuing education, publications,
- Records of home business expenses,** home size/office size, home expenses
- Rental property income/expenses:** profit/loss  
statement, rental property suspended loss information [PDF Rental Property Tax Organizer](#)

## Taxes you've paid

- State and local income taxes paid
- Real estate taxes paid
- Personal property taxes

## Other information

- Estimated tax payments made during the year (self-employed)
- Prior-year refund applied to current year and/or any amount paid with  
an extension to file
- Foreign bank account information: location, name of bank, account number,  
peak value of account during the year

## For more information

Please don't hesitate to call or send us an email at [office@itaxcompany.com](mailto:office@itaxcompany.com) if you have additional questions or concerns.

Itax Company  
552 E Northwest Hwy  
Palatine, IL 60074

(847) 221-8283  
[office@itaxcompany.com](mailto:office@itaxcompany.com)  
[www.itaxcompany.com](http://www.itaxcompany.com)