

# PREFERRED ACCOUNTING, INC.

WILMINGTON, NC ACCOUNTANT

## TAX PREPARATION CHECKLIST:

### INCOME:

- W-2 Forms
- Business Income (Form K -1, Form 1099-MISC, etc. )
- Farming Income
- State Tax Refund (Form 1099-G)
- Unemployment Income (Form 1099-G)
- Alimony Received
- Retirement Income (IRAs, pensions, annuities) (Form 1099-R)
- Social Security Income (Form SSA-1099)
- Bank Interest Statements (Form 1099-INT)
- Broker Statements:
- Interest Income (Form 1099-INT)
- Dividend Income (Form 1099-DIV)
- Capital Gains from sale of stocks, bonds, mutual funds (Form 1099-B)
- Sale of Home/Property
- Rental Property Income
- Cancellation of Debt (Form 1099-C)
- Any other miscellaneous income

### EXPENSES/ADJUSTMENTS:

- Mortgage Interest/Points Paid (Form 1098)
- Mortgage Insurance Premiums Paid
- Real Estate Taxes Paid
- Personal Property Taxes Paid: Auto, Motorcycle, Boat, etc.
- Estimated Tax Payments (include amounts and date of payment)
- Medical, Dental & Eye Care:
- Out-of-Pocket Expenses

- Medical Savings Acct. Contributions
- HSA Contributions
- Child/Dependent Care Expenses
- Donations:
- Made with check or credit card or cash with receipt
- Items donated with receipt
- Mileage
- Student Loan Interest Paid (Form 1098-E)
- Tuition Paid (Form 1098-T)
- Moving Expenses
- Unreimbursed Employee Expenses
- IRA Contributions
- Educator Expenses
- Adoption Expenses
- Casualty or Theft Losses
- Any other miscellaneous tax expenses/adjustments

### DIRECT DEPOSIT:

- If you'd like your refund to be paid by direct deposit, please bring your bank account number and your bank routing number and indicate whether it is a checking or savings account.

### TAX CREDITS:

- Energy Tax Credit
- Education Credits
- Earned Income Tax Credit
- Child Tax Credit
- Child and Dependent Care Credit

*If you have any questions while compiling your personal income tax documents please call us at 910-799-0880. If you are interested in learning more about our personal income tax preparation services we would love to speak with you!*