

## Information you need to file your income tax.

This checklist can be your personal guide to compiling and organizing your tax documents. It can save you time and remind you which tax documents you've gathered throughout the year.

You will need W-2 forms, 1098 forms to document the interest you pay on your mortgage, receipts for your charitable donations and documentation on any property taxes you pay. If you have a lot of investments, you'll want trade information so you or your tax preparer can calculate taxes due on capital gains and dividends. Here's a reference of all the data you might need and who should have it or keep track of it and start organizing the collection and organizing of all this material.

### TAXPAYER'S CHECKLIST FOR TAX YEAR 2009

| INFORMATION YOU NEED  | WHERE TO GET THE INFO   |
|---|---|
| <b>PERSONAL DATA</b>  |   |
| Social Security numbers (including spouse and children)   | These are required to qualify for exemptions.   |
| Your child-care provider's tax ID or Social Security number   | This is critical to qualify for child care credits.   |
| copies of your divorce decree, or other documents proving your right to claim a child living with your ex-spouse. | Divorce documents are on file in the court where you filed.<br>Your lawyer should have them as well.  |
| <b>EMPLOYMENT &amp; INCOME DATA</b>   |   |
| W-2 forms for this year   | Employer.   |
| Partnership and trust income  | Data for these should come from an accountant or financial institution.   |
| Pensions and annuities  | financial institution, insurance company selling the annuity or pension fund.   |
| Social Security Railroad Retirement Benefits  | Form RRB 1099 or Form RRB 1042S recipients of Railroad Retirement benefits.   |
| Alimony received  | Sum total of alimony payments received from your ex-spouse.<br>Must have spouse Social Security number to be able to deduct any alimony payments. |
| Jury duty pay   | Data should come from the court clerk.  |
| Gambling and lottery winnings   | This data should come from the casino or lottery authority. Use Form W-2G.  |
| Prizes and awards   | Data should come from the award givers. Use Form 1099-MISC.   |

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| Scholarships and fellowships   | Data should come from the administrators of these programs. Use Form 1099-MISC.        |
| State and local income-tax refunds   | Data should come from the taxing authorities.  |
| <b>HOMEOWNER/RENTER DATA</b>   |  |
| Residential address(es) for this year  | This is your responsibility.   |
| Mortgage interest  | Your lender will send you this data on <a href="#">Form 1098</a> .                     |
| Sale of your home or other real estate   | Your lender or closing agent should send you Form 1099-S.                              |
| Second-mortgage interest paid  | Your lender will send you this data on Form 1098.                                      |
| Real-estate taxes paid   | Your county clerk or lender should send you this data.                                 |
| Rent paid during tax year  | You need to generate this data.  |
| Moving expenses  | Receipts of expenses incurred related to you moving. Must be job related.              |
| <b>FINANCIAL ASSETS</b>  |  |
| Interest-income statements   | Financial institutions will provide this data on Form 1099-INT & Form 1099-OID.        |
| Dividend-income statements   | This will come on <a href="#">Form 1099-DIV</a> from the company paying the dividends. |
| Proceeds from broker transactions  | Your brokers should furnish this data on Form 1099-B.                                  |
| Tax refunds and unemployment compensation  | The issuing agencies should send this information on Form 1099G.                       |
| Income from work as an independent contractor, freelance or rent.                                    | This income report comes from whoever distributes the income on Form 1099-MISC.        |
| Retirement-plan distribution   | Whoever sends out your pension checks should send you this data on Form 1099-R.        |
| <b>FINANCIAL LIABILITIES</b>   |  |
| Auto loans and leases Including account numbers and car value -- if the vehicle is used for business | You can get this data from the lender or leasing company.                              |
| Student loan interest paid   | The lender should furnish this data on Form 1098-E.                                    |
| Early withdrawal penalties on CDs  | Financial institutions should provide this data.                                       |
| <b>AUTOMOBILES</b>   |  |
| Personal-property tax information  | This data should come from the state or local taxing authority.                        |

| <b>DEDUCTIBLE EXPENSES</b>   |   |
|--|---|
| Gifts to charity   | This data should come from the charity.                                 |
| Unreimbursed expenses for volunteer work   | Keep your records. you can deduct any driving expenses                  |
| Unreimbursed expenses related to your job Travel expenses, entertainment, uniforms, union dues, subscriptions and investment expenses      | Keep your records.  |
| Job-hunting expenses   | Keep your records.  |
| Education expenses   | Form 1098-T from the institution. Form 1098-E from the lender.          |
| Child-care expenses  | You will need to keep this data.  |
| Medical savings accounts   | The institution handling the account will be able to generate any data. |
| Adoption expenses  | Keep records to document these espenses.                                |
| Alimony paid   | you will need the ex-spouse Social Security number.                     |
| Sales-tax expenses   | you will need receipts for expenses or estimated per IRS.               |
| Tax-return-preparation expenses and fees   | Your preparer can furnish this data to you.                             |
| <b>SELF-EMPLOYMENT DATA</b>  |   |
| K-1s on all partnerships   | The partnership management should generate this data.                   |
| Receipts or documentation for business-related expenses  | This is data you should keep and track.                                 |
| Farm income  | You or an accountant should provide this information.                   |
| <b>DEDUCTION DOCUMENTS</b>   |   |
| Federal, state and local estimated taxes paid for current year, including estimated tax vouchers, cancelled checks & other payment records | You must keep copies of this data and track it.                         |
| IRA, Keogh & other retirement plan contributions   | You can get this information from your financial institutions.          |
| Medical expenses   | You must track this data.   |
| <b>CASUALTY OR THEFT LOSSES</b>  |   |
| Other miscellaneous deductions   | You will need to file Form 4684.  |