

Tax Organizer Checklist

- Birthdates and SSN for all taxpayers and dependents
- Forms W-2 for all Taxpayers
- Forms 1099
 - 1099-INT
 - 1099-DIV
 - 1099-B
 - 1099-R
 - 1099-MISC
- Year-End Mutual Fund and/or Brokerage Statements
- Schedules K-1
- Business Income and Expenses
 - QuickBooks or self-prepared Financial Statements
 - Payroll Summary Reports
 - Loan and/or escrow statements
 - Prepaid Insurance Statements
 - Detail of Business Automobile and/or Home Office Expenses
- Charitable Contributions receipts
- DMV Registration/License Statement
- Forms 1098 (Interest paid)
 - Personal Residence
 - Rental Properties
- Property Tax Statements
- Escrow Statements (Purchase or Sale)
- Detail of Like Kind Property Exchanges
- List of Improvements for Property Sold
- Health Savings Account Reporting
 - Forms 5498-SA - Contributions
 - Form 1099-SA - Distributions
- Estimated Tax Payments
- Detail of IRA Contributions
- Detail of Non-Charitable Gifts in excess of allowable limits
- Foreign corporation, income and/or bank accounts disclosure

Chance Accountancy