

Taxpayer Checklist

Below is a list of documents and information that may be needed for preparing your tax return(s). Please note that if any of the below is applicable to you, then you must have the supporting documentation for completing your tax return. If the item has “Commonly Overlooked” listed next to it, then this is an item that many Taxpayers fail to bring with them to the Tax Center. You should also bring copies of last year’s federal and state tax returns. Note: Some of the items below are outside the scope of what the Fort Knox Tax Center may assist with and this may not be known until you meet with a tax preparer. Bring all documents you feel may be required in completing your tax return. This list is not meant to be all inclusive and in no way constitutes legal advice.

Personal Data:

-Social Security Cards for spouse and children (Commonly Overlooked); These are needed to determine whether you qualify for exemptions and ensure that your returns are electronically filled without error.

Income Data:

-W-2 or 1099-MISC forms for the Tax Year (Commonly Overlooked); These come from your employer. You must provide all documentation evidencing income whether as an employee or an independent contractor. If you had a permanent change of station during the tax year then you may receive a PCS-Travel W-2 and this income must be disclosed as income. See W-2 or Form 1099-MISC.

-Business income; The Tax Center is only able to assist family childcare providers. All others are outside the scope of the Tax Center.

-Pensions and annuity Statements; Data should come from the financial institution or insurance company selling/managing the annuity or pension fund.

-Social Security Railroad Retirement Benefits; You will need Form RRB-1099 or Form RRB-1042S for non-resident alien recipients of Railroad Retirement benefits.

-Alimony received; Tax information should come from your ex-spouse or his/her representative. Your former spouse will need your Social Security number to be able to deduct any alimony payments.

-Rent proceeds (Commonly Overlooked); You must maintain this data. You must have the correct depreciation figures in order for the Tax Center to assist you with the rental income. If you own more than one rental property then the Tax Center will not be able to assist you with your tax return.

-Jury duty pay; Data should come from the court clerk.

-Gambling and lottery winnings; This data should come from the casino or lottery authority. Form W-2G.

-Prizes and awards; Data should come from the award givers. Form 1099-MISC.

-Scholarships and fellowships; Data should come from the administrators of these programs. Form 1099-MISC.

-State and local income tax refunds from previous tax year; Data should come from the taxing authorities. This information may also be on last year’s federal tax return if you itemized.

-Gain or loss on sale of investment; Data should come from investment broker. You must provide the taxpayer with the original cost of the investment in order for the gain to be determined. The Tax Center is unable to assist individuals having more than 20 stock transactions for the tax year.

Income Data: (cont.)

- Sale of your primary residence or any other real estate; Your lender or closing agent should send you this on Form 1099-S.
- Moving expenses; If your expenses are reimbursed by an employer, the employer will furnish you with data on the moving costs they paid for the move.
- Interest income statements (Commonly Overlooked); Financial institutions will provide this data on Form 1099-INT & Form 1099-OID.
- Dividend income statements (Commonly Overlooked); This will come on Form 1099-DIV from the company paying the dividends.
- Proceeds from broker transactions; Your brokers should furnish this data on Form 1099-B.
- Tax refunds & unemployment compensation; The issuing agencies should send this information on Form 1099G.
- Miscellaneous income including contract or freelance work or rent; This should come 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.

Expense Data:

- Mortgage interest; Your lender will send you this data on Form 1098. If you have more than one mortgage then ensure that you have both Form-1098's. This form is required if you wish to itemize your deductions this year.
- Gifts to charity; Receipts for any single donations of \$250 or more. This should come from the charity.
- Unreimbursed expenses for volunteer work; You will need to keep your own records for this.
- Unreimbursed expenses related to your job; Travel expenses, entertainment, uniforms, union dues, subscriptions. You will need to maintain this data. Please note that you may only be able to deduct these expenses above 2% of your adjusted gross income.
- Investment expenses; Your broker will furnish some data. Travel, phone and other relates expenses are your responsibility to track.
- Job-hunting expenses; You will need to keep and maintain this data.
- Education expenses; You will need to keep this data. However if you qualify for Hope or Lifetime credits or other college deductions, the college involved will send you the data on the qualifying expenses you've paid on Form 1098-T.
- Student loan interest paid; The lender should furnish this data on Form 1098-E.
- Child care expenses (Commonly Overlooked); You will need to keep this data. You must have your child care provider's tax I.D. or Social Security number.
- Medical Savings Accounts; The institution handling the account will be able to generate any data.
- Adoption expenses; You will need to track this data and be able to document these expenses.

Expense Data: (cont.)

- Alimony paid**; You or the authority dispersing funds will need to keep this data. To deduct this expense, you will need the recipient's Social Security number
- Sales tax expenses**; If you itemize, you may elect to deduct state and local general sales taxes, or state and local income taxes. If using the sales tax method you will need to provide the receipt of large purchases made throughout the year such as an automobile or boat showing the amount of sales tax paid. Otherwise the Tax Center can utilize a worksheet that the IRS provides to help estimate sales tax expenses.
- Tax return preparation expenses and fees**; Your preparer can furnish this data to you.
- Receipts or documentation for business-related expenses**; This is data you should keep and track.
- Real estate taxes paid (Commonly Overlooked)**; Your county taxing authority should send you this data.
- Federal, state and local estimated tax paid for the 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. Please note that you may only be able to deduct these expenses above 7.5% of your adjusted gross income.
- Personal property tax information (Commonly Overlooked)**; This data should come from the state or local taxing authority includes items such as annual vehicle registration fees.

Casualty or Theft Losses:

- Other miscellaneous deductions**; Form 4684 may be required. This is outside the scope of the Tax Center.

Other Information:

- Foreign Earned Income**; If you qualify for the foreign earned income exclusion, then it is possible that not all of your foreign earned income will be excluded from income taxes. You must provide your foreign address, city and county, your employer's address, company name, and country.
- Early withdrawal penalties on CDs and other time deposits**; Financial institutions should provide this data.
- Divorce decree**; You will need this for authorization to claim child(ren) as your dependent(s) for tax purposes. Otherwise you will need IRS Form 8332.
- Child support**; If you received child support the amount you receive is not reportable on your tax return and if you paid child support you are not allowed to deduct this amount on your tax return. Child support is commonly confused with alimony which should be factored into your tax return as explained above.
- Partnership and trust income**; Data for these should come from an accountant or financial institution. This type of income is outside of the scope of the Tax Center. We will not be able to prepare your return if you have partnership or trust income.
- Substitute forms**; The above information may be sent to you by the responsible entity by way of a substitute form as opposed to the named form above.