



JAB Tax, Inc.  
d/b/a Tax Pro  
108 W. Pacific St., Suite 205  
Sedalia, MO 65301  
660-827-3212

## Tax Preparation Checklist

Please review the following checklist when gathering your income tax records to bring with you to your tax appointment or when you drop off your information. This list is NOT all-inclusive. Therefore, you may be asked to provide further information due to issues that arise during your interview.

### Personal Data:

- Full name, birthdate, social security number, and relationship of all household members included on your return.
- Your occupation and your spouse's occupation.
- Current home address, home/work/cell phone numbers, and email addresses.
- Voided check(s) for direct deposit of any refund.
- Copy of 2 prior years' tax returns if a new client.

### Income:

- Forms W-2 (paystubs are not acceptable for filing a tax return, exceptions apply after Feb. 15)
- Interest Income – 1099INT/OID
- Tax-exempt Interest
- Dividend Income – 1099DIV
- Alimony received under a pre-2019 divorce decree
- Capital Gains/Losses – 1099B (include your cost basis and purchase dates for all stock/mutual fund sales)
- Self-employment income, expenses, and equipment purchases or sales (include prior year depreciation schedule if a new client)
- Rental income and expenses
- Sales proceeds and cost information for real estate sales – 1099S (include settlement statements from the purchase of the property as well as the sale)
- Farm income, expenses, and equipment purchases or sales (include prior year depreciation schedule if a new client)
- Unemployment Income – 1099G
- Retirement/Pension/IRA Income – 1099R
- Social Security and/or Railroad Retirement Income – SSA1099/RRB1099
- Partnership, Estate, or S-Corporation Schedules K-1 (your basis information must be provided for any partnership or S-Corporation interests you own)
- Gambling/Lottery Winnings – W-2G
- Other Income: Jury duty, election judge, hobby, etc.

### Adjustments to Income:

- Alimony paid under a pre-2019 divorce decree (provide a copy of divorce decree and the social security number of recipient)
- Traditional and/or ROTH IRA contributions
- Simple IRA/SEP-IRA contributions
- Educator classroom expenses
- Student loan interest paid – 1098E



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## Tax Preparation Checklist continued

### Personal Deductions:

Medical Expenses including: Prescriptions  
Doctors & Hospitals  
Eye Exams/Glasses  
Medical Insurance  
Long-term (Nursing Home) Insurance  
Medical Miles  
Health Sharing Ministry payments

Real Estate & Personal Property Tax receipts  
Sales Tax paid on vehicles, boats, trailers, motor homes, motorcycles  
Mortgage Interest – 1098  
If paid to an individual from whom you bought the home, include individual's name, address, and tax identification number

Investment Interest (ie. margin interest)  
Charitable Contributions (include receipts for non-cash donations)  
Casualty & Theft Losses if in a Presidentially declared disaster area

### Tax Credits:

Tuition Receipts, College books & supplies – must provide Form 1098-T  
Foreign Income Taxes Paid  
Child Care Expenses (give provider's name, tax identification number, address, and home number)  
Energy efficient improvements to your home (documentation needed includes receipt and efficiency rating certificate)  
Adoption Expenses  
Hybrid/Electric/Clean Diesel Auto Purchases (provided purchase documents)

### Other Tax Payments:

Quarterly Estimated Tax Payments – both Federal and State  
(show dates and amounts paid for each payment)  
Tax overpayments applied from prior year  
Amount paid with extension

### Foreign Bank Account:

This information is required if the value of your account(s) exceed \$10,000 at any time during the year.

Name of financial institution:  
Address of financial institution:  
Account number:  
Type of account:  
Highest value in dollars of account during the year: \$

Penalties for not reporting this information are 50% of the balance of the account.