



SECURITY NATIONAL BANK

TAX PREPARATION CHECKLIST

PERSONAL INFORMATION

☐ Legal Information

Social security numbers (or tax ID numbers) and dates of birth for yourself, your spouse and any household dependents.

☐ Copy of Last Year's Tax Return

INCOME INFORMATION

☐ Personal Income Statements

You should have a W-2 Form for each job held over the previous year by you, your spouse or any dependents. If you are self-employed, you will need all financial records pertaining to your business. In this scenario, we recommend finding a professional tax advisor.

☐ Unemployment Income

This is listed on a Form 1099-G.

☐ Investment or Interest Income

This includes money financial institutions pay you for savings accounts, certificates of deposit, treasury bonds or interest-yielding checking accounts. (Forms 1099-INT, -DIV, -OID, B and K-1).

☐ Retirement Plan Income

Pensions, annuities and individual retirement accounts (Form 1099-R).

☐ Business/Farming Income

Include a profit/loss statement, and any capital equipment purchases.

☐ Social Security/Medicare Benefits

Forms SSA-1099 and RRB-1099

☐ Income from Sale of a Home/Property

Form 1099-S

☐ Trust and Estate Beneficiary Earnings

Form 1041

☐ State or Local Tax Refunds

This would be tax refund money you received in the last calendar year, from your previous tax filing period (Form 1099-G).

☐ Medical Savings Account Reimbursements

Forms 1099-SA and 1099-LTC.

☐ Cancelled Debt (if any)

☐ Other Income

This includes (but is not limited to) prizes, awards, royalty income, alimony received, jury duty, gambling/lottery winnings, scholarships, fellowships, rental income or independent contract work.

DEDUCTIONS & CREDITS

☐ Homeowner Expenses

This includes mortgage interest and any private mortgage insurance (PMI) you paid (Form 1098) along with receipts for real estate taxes, energy-efficient home improvements (Form 5695) or moving expenses. If you just bought a home this year, you might also qualify for various homebuyer tax credits.

☐ Education Expenses

This includes any post-high school tuition (Form 1098-T) or student loan interest (Form 1098-E) that you paid.

☐ Child & Dependent Care Expenses

You'll need a statement with your provider's name, address, tax ID (SSN) and amount paid. Also, if you adopted a child this year include the child's SSN, along with any records of legal, medical and transportation costs.

☐ Health Care Expenses

Health Insurance Records (Form 1095-A if you enrolled through the Marketplace, Form 1095-B or C if you had insurance covered through any other source -- employer, insurance company, govt. health plan, etc.) These include medical and dental expenses.

☐ Charitable Contributions

Put together a detailed list of donations and receipts for any charitable contributions you made, including any donated automobiles or property (Form 1023). Also include out-of-pocket expenses used for the benefit of charities.

☐ Retirement Contributions

Any contributions made to non-Roth Individual Retirement Accounts (IRAs) Form 5498.

☐ Health Savings Account Contributions

Form 5498-SA

☐ Alimony Paid

Include your ex-spouse's name and social security number.

☐ Casualty & Theft Losses

☐ Job Search & Job Education Expenses

☐ Classroom Expenses (for Teachers)

If you are a teacher, include receipts for any expenses paid for classroom supplies.

☐ Tax Payments & Preparation

Include receipts for all local and state taxes paid during the previous year. If you own a vehicle, include receipts of your vehicle license fees, and a statement of the estimated value of your vehicle. You can also deduct the expense of having your taxes professionally prepared (from the previous year).