***North Willamette Tax Services LLC***

**Enrolled Agents, US Tax Court Practitioner, Licensed Tax Consultants**

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**General Tax Information Checklist**

This is some of the information we often need to prepare your income tax return. This list is non-inclusive and often additional information may be needed. Please let us know if you have any questions or if you have additional information that is not on this list.

**PERSONAL INFORMATION**

* Last two years tax returns if you are a **new client**
* Current address
* Social Security Number and Date of Birth for yourself, spouse and dependents
* Childcare provider, Name, Address, Tax ID and S.S.N.
* Banking Information if Direct Deposit

**INCOME**

All income to include the following:

* Wages, Non W2 Wages (Cash, 1099-Misc, 1099-R, etc.)
* Unemployment Income (1099-G)
* Interest, Dividend Income (1099-Int, 1099-Div)
* Pension, Annuity, Stock or Bond Sales (401k plan)
* Contract/Partnership/ Trust/ Estate Income/K-1’s
* State/Local income tax refund (1099-G)
* Alimony Income
* Tips
* **Self-Employment Income** **and Expenses** (QB/ Summary Reports from books, Bank Statements, and Receipts)
* Rental Income
* Sale of assets or property
* Cancellation of debt
* Hobby Income
* Gambling and Lottery Winnings; Prizes and Bonus
* Other investment income
* Foreign Income
* Did you have a financial interest in and/or signature authority over a financial account or asset located in a foreign country?
* Did you receive a distribution from or were you a grantor of or transferor to, a foreign trust?
* Any other income

**EXPENSES AND DEDUCTIONS**

All deductions to include the following:

* IRA Contribution and Retirement Contributions
* Any long-term care premiums for yourself, your spouse, or a dependent
* Did you receive any payments from a pension, profit sharing, or 401(k) plan?
* Did you make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
* Did you make any energy-efficient improvements to your main home during the year?
* Childcare provider cost (Statement, Receipts)
* Education Expenses (Tuition and Fees, Books and Materials)
* College Savings Account
* Insurance Statements (1095-A, B, C)
* Any out of Pocket Medical Expenses (premiums, prescription, mileage, etc.)
* HSA distributions
* Mortgage Interest for all properties (Form 1098- Mortgage Interest, Mortgage Insurance, Home Equity Loan Interest)
* Property Taxes for all properties
* Closing statements of sale or purchase of home
* Estimated Tax Payments (Date and amount)
* Charitable Contributions (Cash and Non-Cash)
* Gambling and Lottery Expenses (Need mileage log to deduct travel)

**BUSINESS**

All business accounting records to include the following:

* Business mileage log
* Office in home deductions
* Business insurance
* Supplies
* Utilities
* Contract labor
* Payroll services
* Payroll
* Payroll taxes paid
* Accounting records and receipts
* Bank statements (to include year-end bank statement)