



**Nancy J. Teff CPA, PC**  
 Certified Public Accountant

1130 E Missouri Ave #550 | Phoenix, AZ 85014 | P.602.235.9296 | F.602.279.5168 | e-mail: nancy@nancyteff.com

Checklist of Data needed to prepare a Tax Return.

<b>Checklist:</b>	
<b>1) Name &amp; Address, etc.</b>	<ul style="list-style-type: none"> <li>• Complete Worksheet A</li> <li>• if I don't already have the information or, Make Changes as necessary if you have moved or your dependents have changed</li> </ul>
<b>2) Wages</b>	<ul style="list-style-type: none"> <li>• Include your W-2's</li> <li>• If you received Dependent Care, Complet Worksheet B</li> <li>• Worksheet B provides a place to fill in this information (optional if W-2's included)</li> </ul>
<b>3) Pension Income; Social Security; State Tax Refund</b>	<ul style="list-style-type: none"> <li>• Include all 1099's</li> <li>• Worksheet B may be used to summarize the information</li> </ul>
<b>4) Interest and Dividend Income</b>	<ul style="list-style-type: none"> <li>• Include the 1099's received from the Payors--Banks, Broker, Mutual Funds</li> <li>• Worksheet B provides a place to fill in the information (optional if 1099's included)</li> </ul>
<b>5) Stock and Other Asset Sales</b>	<ul style="list-style-type: none"> <li>• Include Gross Proceeds Statement furnished by the broker (usually in year-end statement). For each sale, I need the Cost and Date purchased</li> <li>• Real Estate Sales--the Escrow Settlement Sheet for both the Purchase and Sale</li> <li>• Need to know if the asset sold was used as a Rental or other business. Or, if any kind of an exchange was ever involved</li> <li>• Worksheet C may be used to list asset sales</li> </ul>
<b>6) Business Income; Sole Proprietor</b>	<ul style="list-style-type: none"> <li>• Complete Worksheet D to list Income and Expenses from an unincorporated business</li> <li>• Complete Worksheet G for business use of your Auto</li> <li>• Complete Worksheet G for business use of your Home</li> </ul>
<b>7) Rental Properties</b>	<ul style="list-style-type: none"> <li>• Complete Worksheet E for Income and Expenses from Rental Properties</li> <li>• Complete a separate Worksheet for each property</li> <li>• Include a copy of the Escrow settlement sheet for newly acquired properties</li> </ul>
<b>8) Itemized Deductions</b>	<ul style="list-style-type: none"> <li>• Complete Worksheet F &amp; G ( Don't forget your Vehicle Registration)</li> <li>• Include a copy of the Year-End Statement from your Mortgage Company</li> </ul>
<b>9) Credits: Dependent Care/ Education</b>	<ul style="list-style-type: none"> <li>• Complete Worksheet H</li> </ul>
<b>10) IRA Contributions; Roth Contributions</b>	<ul style="list-style-type: none"> <li>• Complete Worksheet A</li> </ul>