

Get Electronic filing IRS PINs (Identity Protection PIN). Get online.

Documents to Gather; Spreadsheets to prepare

Screenshots of reports from Quicken, EFTPS, MyPath

- 1 Interest income, checking account
- 2 Defined benefit pension plan retirement income
- 3a Social Security, net. PC
- 3b Social Security, net. TC
- 4 Consulting fees, TC, if any
- 5 Other Med Expenses. PC+TC
- 6a Health Insur PC (Med+Drug)
- 6b Health Insur TC
- 7a Income Tax payments in calendar year. F,S,L
- 7b EFTPS (Fed e-file) record of est. payments in calendar year
- 7c MyPath (State e-file) record of est. payments in calendar year
- 8 RE taxes. City + County
- 9 Donations by Credit Card

Income Related Documents and Spreadsheets

Forms to gather as e-copy issued or as scans of the paper copy

1099-B (Broker Statement, Fidelity)

Will contain 1099-DIV, 1099-INT, and Info on Distributions/Transactions for Sched D

1099-G (State and Local tax refunds), if any

1099-R (Distributions from pensions and retirement accounts, Traditional (both) and Roth (Tom)

1099-SSA (Social Security. Tom & Patti)

1099s-MISC, if applicable

Other income where I don't get 1099: Screen shots from Quicken reports.

Interest income on checking account

Other taxable income, if any

K-1 Partnership returns as appropriate

Download Information forms 5498 for year-end IRA values

Spreadsheets to prepare for input to accountant's workbook

Schedule B. Spreadsheet with Interest from checking account and Int& Divs on 1009-B.

Schedule D. Complete spreadsheet in format that matches accountant's workbook.

Add forms 5498 in a spreadsheet. 12-31 total determines RMD for upcoming year.

Expense Related Documents and Spreadsheets (QCD and Schedule A)

Forms to gather as e-copy issued or scans of the paper copy

1098s: Mortgage and HELOC

Receipts of City and County RE Taxes

Screenshots of Quicken/Spreadsheets to summarize

Medical and Dental out-of-pocket expenses, both (Quicken). Almost certainly less than 7.5% of AGI

Taxes Paid: State and Local Income Taxes (see below). County, City RE Property Taxes (Quicken)

Interest paid. Home Mortgage. HELOC. Any investment Int on 1099-B

Gifts to Charity by Check or Cash

Spreadsheet of QCD donations. Donee, Check #, record of receipts. Folder with scan of all Receipt letters.

Spreadsheet of all other donations by check (Quicken). If any. Donee, Check #, record of receipts.

e-folder with scan of all receipt letters if > \$250.

Screenshot of Letter of Confirmation of contributions to Fidelity Charitable Gift Fund, if any

(cash; Form 8283 if I donate securities)

Scan of Quicken report of donations by credit card. Folder with scan of all Receipt letters if >\$250.

529 Plan Contributions, if any (P as owner). Deductible from PA income.

Income Tax Payments

Complete spreadsheet that summarizes Fed, State and Local Taxes in format matches accountant's organizer.