
GERLACH ACCOUNTING, LLC

Accounting • Bookkeeping • Tax Preparation

STEP ONE: GATHER

**Use this checklist of commonly needed forms to gather your tax documents.
Place in a large manila envelope or folder as they arrive.**

INCOME

- ___ **W-2** (Compensation - Wages/Salary)
- ___ **W-2G** (Certain Gambling Winnings)
- ___ **1099-INT** (Interest Income)
- ___ **1099-DIV** (Dividend Income)
- ___ **1099 Broker Statements**
- ___ **1099-B and Realized Gains/Loss** **Statements** (Capital Gains/Losses)
- ___ **1099-S Settlement Sheets, Cost Basis**

(Sale of Real Estate)

___ **1099-MISC** (Self Employment/Rental Income)

___ **K-1** (Partnership, S-Corp, Trust/Estate
Income)

___ **1099-G** (State/Local Tax Refunds/Unemployment)

___ **1099-R** (IRA and Pension Income)

___ **1099-SSA** (Social Security Benefits)

___ **1099-LTC** (Long Term Care)

___ **1099-C** (Cancellation of Debt Income)

___ **Other Income**

EXPENSES

___ **1099-SA/5498-SA** (Health Care Expenses Paid by HSA)

___ **1098-T** (Tuition Expenses Paid)

___ **1099-Q** (Tuition Plan Contributions or Withdrawals)

___ **1098-E** (Student Loan Interest Paid)

___ **5498** (IRA/SEP Retirement Contribution Information)

___ **Medical Expenses**

___ **Real Estate Taxes**

___ **1098** (Mortgage Interest)

___ **Charitable Contributions and Mileage**

___ **Unreimbursed Employee Business Expenses**

___ **Child and Dependent Care Expenses**

___ **Residential Energy Efficient Improvements**

___ **Rental Property Expenses**

___ **Self-Employment Expenses**

OTHER

___ **1095 A, B, C or 1099-HC** (Health Insurance Marketplace Stmt)

___ **Copy of Driver's License** (Front & Back)

___ **Federal & State Estimated Tax Payments**

___ **Direct Deposit Bank Info or Cancelled Check**

___ **HUD Statements for Sale/Purchase of Home**

___ **Excise Tax** (Car Registrations)

We specialize in making filing your taxes as stress-free as possible!