Penrod Tax Service, Inc.

PTS Tax Appointment Checklist

- **Personal information** -
  - Last years income tax (only if you are a new client)
  - Name, address, Social Security number and Date of Birth for yourself, spouse and dependents
  - Day Care Provider's, Name, Address, Tax ID or S.S.N.
  - Banking information if Direct Deposit is requested.
    Please print out a Direct Deposit form from our website under the forms tab.
- **Income** -
  - Wages, Unemployment , & Tip Income (W2, W2-G)
  - Interest and Dividend Income (1099-INT and 1099-DIV)
  - Sale of stock and bonds (1099-B)
  - State income tax refunded from prior year (1099-G)
  - Social Security Statement (1099-SA)
  - Pension & Annuity (1099-R)
  - Corporation/Partnership/Trust/Estate Income (Form K-1)
  - Gambling/Lottery Winnings and Prizes (1099-G)
  - Alimony Income
  - Rental Income
  - Self Employment Income
  - Foreign Income
- **Deductions** –
  - Charitable Contributions Cash/Non-Cash
  - Dependent Care Costs
  - Education/Tuition Costs/Materials Purchased
  - Employment Related Expenses
  - Estimated Tax Payments to Federal and State Government and Dates Paid
  - Gambling/Lottery Expenses
  - Home Property Taxes
  - Home Purchase/Moving Expenses
  - HSA Contribution and Expense
  - Investment Expenses
  - IRA Contributions/Retirement Contributions
  - Medical/Dental
  - Mortgage/Home Equity Loan Interest/Mortgage Insurance
  - Purchase qualifying for Residential Energy Credit
  - Real Estate Taxes
  - 529 College Choice Contributions