

Tax Preparation Task Checklist

I. Document Collection

1. Gather all income-related documents:

- ☐ W-2s (wages and salary)
- ☐ 1099s (freelance, contractor, or other non-employee compensation)
- ☐ 1098s (mortgage interest, student loan interest)
- ☐ Bank statements and dividend income records

2. Collect other financial documents:

- ☐ Receipts for deductible expenses (e.g., medical, charitable donations)
- ☐ Records of any real estate transactions or home sales
- ☐ Investment and retirement account statements
- ☐ Childcare and education expense documentation

3. Review prior-year tax returns for reference.

II. Income Verification

- ☐ Confirm total income from all sources (salary, freelance work, investment income).
 - ☐ Verify self-employment income (1099 forms, invoices, and other records).
 - ☐ Ensure any other sources of income are accounted for (rentals, dividends, interest).
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Tax Preparation Manual Template

Jin-Ying Zhang



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