

TAX PREPARATION CHECKLIST

- **ALL CLIENTS**
 - SSN AND/OR ITIN
 - ANY VALID IDENTIFICATION
 - BIRTH CERTIFICATES FOR DEPENDENTS
 - SHOT RECORDS AND/OR SCHOOL RECORDS
 - PROOF OF MEDICAL INSURANCE

- **IF YOU OWN A PERSONAL RESIDENCE**
 - MORTGAGE INTEREST (FORM 1098)
 - PROPERTY TAXES PAID
 - RECEIPTS FROM ENERGY EFFICIENT UPGRADES
 - CLOSING COST IF YOU BOUGHT OR SOLD DURING THE YEAR
 - SALES TAX (PURCHASE OF A NEW CAR)
 - DONATIONS

- **FOR BUSINESS OR RENTAL PROPERTY**
 - TAX ID
 - 1099 MISC./THREE MONTHS OF BANK STATEMENTS/1099 K.
 - BUSINESS EXPENSES
 - MILEAGE LOG

- **OTHER**
 - W2
 - STUDENT LOANS INTEREST PAID
 - 1098 TUITION FORM
 - SCHOOL RECEIPTS
 - 1099 INTERSTS
 - EDD FORM
 - ADOPTION EXPENSES & COURT DOCUMENTS
 - MEDICAL EXPENSES 10K PLUS
 - COVERED CALIFORNIA FORM 1095 A
 - ANY INVESTMENTS
 - FOR HEAD OF HOUSEHOLD FILERS PROOF OF RENT DURING THE TAX YEAR.
 - BANK ACCOUNT INFORMATION

PLEASE BE ADVISED, IF YOU CANNOT PROVIDE THE DOCUMENTS AS NEEDED THEN PENA'S INCOME TAX WILL NOT PROCESS YOUR RETURN.