

# Make **TAX** Season Pain-Free...Organize!

## TAX DOCUMENTS

- ◆ **W2's**  
You'll need one from each employer you have worked for over the past year.
- ◆ **1099-B**  
You'll receive one from your broker or mutual fund company if you sold stocks, bonds or mutual funds during the year. In addition, you will need to know the original purchase dates and purchase prices for the sold stocks, bonds or mutual funds.
- ◆ **1099-DIV**  
These forms report the dividends that individual stocks in your portfolio have earned and the dividends and capital gains distributed from your mutual funds.
- ◆ **1099-G**  
You'll be sent this form if you received a refund of state or local taxes last year.
- ◆ **1099-INT**  
Your bank will send you this form if you earned more than \$10 in interest on a bank account or certificate of deposit last year, or if you cashed in savings bonds during the year.
- ◆ **1099-MISC**  
If you were self-employed and were paid \$600 or more, you'll receive a 1099-MISC form from the person or company that made payment.
- ◆ **1099-R**  
1099-R forms are distributed to individuals who received a pension or distribution from an IRA or retirement plan, converted a traditional IRA to a Roth IRA or rolled over money from a 401(k) to an IRA.

## BACKUP DOCUMENTATION

- ◆ **CHILDCARE RECORDS**  
If you paid a babysitter or daycare center, you'll need the name, address, amount paid and Social Security number for each provider.
- ◆ **MEDICAL EXPENSE RECORDS**  
If your medical expenses were greater than 10% of your adjusted gross income and you itemize your deductions, collect all your receipts and cancelled checks to see if you qualify for a deduction.
- ◆ **MORTGAGE/CLOSING DOCUMENTS**  
In most cases, money spent on mortgage interest, points (sometimes referred to as "loan origination fees"), real estate taxes and prepayment penalties qualify for tax deductions. When you buy, sell or refinance a home, collect all related records and store them in a file.
- ◆ **SELF-EMPLOYMENT INCOME/EXPENSES DOCUMENTATION**  
Gather and organize your receipts, or if you track such expenses on your computer, print out a year-end report.
- ◆ **RECEIPTS FOR NON-REIMBURSED BUSINESS EXPENSES**  
Examples of such items are money spent on uniforms, travel, business-required education or dues that are not reimbursed by your employer.
- ◆ **HOME IMPROVEMENT DOCUMENTS**  
Keep your receipts and records for home improvements. While in most cases these cannot be deducted each year, they can be used to reduce your taxable gain when you eventually sell your home.
- ◆ **PROOF OF CHARITABLE CONTRIBUTIONS**  
For donations of \$250 or less, gather your cancelled checks or receipts. For donations greater than \$250, you'll need a written acknowledgment from the organization to receive a deduction. As for Salvation Army donations, ask them to issue a list of thrift shop values for the donated items when you drop them off.