

- **General Information**
 - *Filing Status, Name, Address, Date of Birth, Contact Number, Email Address*
 - *Dependents (including full name, social security number and date of birth)*
 - *Bank Information for direct deposit (routing number, account number)*
- **Electronic Filing**
 - *Last year's income information*
- **Income**
 - *W2's, interest income and dividends*
 - *Sales of stock or other capital assets (date of purchase and sale, purchase cost, sale proceeds)*
 - *Distributions from pensions, retirement accounts or other special accounts (1099's)*
 - *Other Income: Refunds from state returns, social security, and miscellaneous income.*
- **Business Activity**
 - *Any small business or sole proprietorship activity*
 - *Income from activities*
 - *Expenses:*
 - *Advertising (including gifts and promotional material)*
 - *Commissions/Fees (including banking fees)*
 - *Contract Labor (non-employee wages)*
 - *Employee Benefits*
 - *Insurance on the business*
 - *Interest: Paid to a financial institution/credit card company*
 - *Legal and Professional Fees (including lawyers and accountants)*
 - *Office Expense (pens, paper, other "desk" or general office supplies)*
 - *Pension/Profit Sharing*
 - *Rent (machinery, autos and other equipment)*
 - *Rent (other, including office or storage space)*
 - *Repairs/Maintenance on business property*
 - *Supplies (catch all for other general supplies for business activity)*
 - *Taxes/Licenses (all taxes paid by the business – payroll, sales, state, use, personal property, real estate taxes and all licensing)*
 - *Travel (including airfare and other conveyances and lodging)*
 - *Meals & Entertainment*
 - *Utilities (general utilities and telephone/cell phone)*
 - *Wages*

- *Other Expenses (subscriptions, professional development, other expenses not listed elsewhere)*
 - *Mileage*
 - *Total miles for the year (all purposes)*
 - *Business miles*
 - *Depreciation of business equipment*
- *Rentals, Farms, Co-ops, Partnerships, Corporations and Trust Activities*
- *Education (college and university level courses; tuition and books)*
- *Itemized Deductions*
 - *Medical and Healthcare (including doctor visits, co-payments, dental, glasses/contacts, health insurance, and prescriptions)*
 - *Taxes*
 - *State taxes withheld or paid directly to any state*
 - *Real estate taxes paid*
 - *Personal property taxes (DMV renewal/Tags)*
 - *Sales tax paid on major purchases of \$500 or more per item (ex. Furniture, major appliances, vehicles)*
 - *Home Mortgage and Points*
 - *Charity*
 - *Cash (checks, charges or other payments)*
 - *Non-Cash (clothing, furniture, other non-cash; ex. Goodwill or Salvation Army)*
 - *Employee Business Expenses (expenses paid out of pocket against W2 income NOT reimbursed by employers)*
 - *Parking fees and tolls*
 - *Local transportation (taxis, buses, etc)*
 - *Travel (including airfare and other conveyances and lodging)*
 - *Mileage (see Schedule C)*
 - *Meals & Entertainment*
 - *Other*
 - *Promotional & Gifts*
 - *Cell phone and Internet*
 - *Dry cleaning*
 - *Marketing fees*
 - *Subscriptions*
 - *Green Fees*
 - *Sundry/Miscellaneous*
 - *Other Expenses*
 - *Union dues*
 - *Tax preparation*
 - *Other/General*
 - *Safe deposit box/security of household*
 - *Investment expenses (including legal and financial costs)*
- *State Return*
 - *Confirmation of information for state purposes*

- *Direct deposit for state purposes*
- *Any Income adjustments (preparer's responsibility; takes certain federal deductions and adjusts them for state purposes)*