

**ORGANIZING YOUR FINANCIAL RECORDS**  
**PART 1**  
**DOCUMENTS FOR TAX PREPARATION**

**Personal Information**

Full name and Social Security numbers of everyone in the family  
Child Care provider name and information  
Alimony paid by OR to you, including social security numbers  
Direct deposit information for your bank – routing and account numbers

**Income Statements**

W-2 form for each person in the family employed outside the home  
Pension and annuity statements  
Rental property or farm income and expenses  
Self employment records of income and expenses  
K-1 statement with income from partnerships, trusts and small businesses  
All 1099 statements

**Expense Statements**

All 1098 statements  
Home equity loan interest  
Real estate and Personal Property taxes

**Information for tax credits**

IRA and other retirement plan contributions  
Medical Savings Account  
Child care costs  
Adoption costs  
Information related to current tax credits as energy credit, first time homebuyer

**Other information used to itemize**

Safe deposit box statement  
Medical, dental, long term care insurance premium statements  
Medical unreimbursed expense records  
Job related expenses as professional or union dues, education, uniforms  
Charitable donation receipts  
Last year's tax preparation fees  
Losses due to casualty (as natural disaster or fire), theft or gambling  
Home office expenses  
Job hunting and moving expenses related to changing jobs  
Sales tax and fees related to new vehicle purchase expenses