

Tax Year \_\_\_\_\_

# Record Saver

INCOME & DEPENDENTS

DIVIDENDS (Bring 1099-DIV)			
Corp. Name	Amount	Corp. Name	Amount

INTEREST (Bring 1099-INT)			
Recieved From	Amount	Recieved From	Amount

RENTAL PROPERTY	
	Amount
GROSS INCOME	
EXPENSES	
Advertising	
Auto - Travel	
Cleaning & Maintenance	
Supplies	
Equipment Rental	
Yard Work, Snow Removal	
Commissions	
Insurance	
Interest	
Legal & Accounting	
Office Supplies	
Repairs = R; Improvements = I	
Carpentry	
Decorating, Painting	
Electrical	
Plumbing	
Roofing	
Furnace, Air Conditioning	
Taxes	
Utilities	
Heat	
Water	
Electricity	
Telephone	
Other	
Bring documents for the purchase or sale of equipment, furniture & fixtures, etc.	

OTHER INCOME					
Type of Income		Amount	Type of Income		Amount W-2
Alimony (not taxable for divorces commencing after 12/31/18)			Tips		
Pensions/Annuities/IRAs (Bring 1099-Rs)			Prizes & Awards		
Royalties			Hobby		
Estates & Trusts (Bring K-1s)			Scholarships & Fellowships		
Jury Duty			State Tax Refund (Bring 1099-Gs)		
Social Security (Bring 1099-SSAs)			S Corporations (Bring K-1s)		
Unemployment Compensation (Bring 1099-Gs)			Canceled Debt (Bring 1099-Cs)		
Partnerships (Bring K-1s)			Miscellaneous		

GAINS & LOSSES FROM SALE OF PROPERTY				
(Bring supporting documentation, such as purchase and sale documents, 1099-B, etc.)				
Description	Date Bought	Date Sold	Sales Price	Cost

DEPENDENTS					
Name	Social Security Number	Birthdate MM/DD/YY	If over 18, student?	Relationship	# of months lived with you

List amounts for each item and keep receipts or canceled checks in this envelope. Retain these records.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Due Date \_\_\_\_\_

Taxpayer's Social Security Number \_\_\_\_\_ Spouse's Social Security Number \_\_\_\_\_

## DEDUCTIONS & CREDITS

ADJUSTMENTS	
Traditional IRA Contribution	
Roth IRA Contribution	
Self Employed Health Insurance	
Keogh, SEP and SIMPLE	
Forfeited Interest	
Alimony Pd.(not deductible for divorces commencing after 12/31/18)	
Moving Expenses – Active Military	
HSA	
FEDERAL TAXES	
Fed. Income Tax Bal. Pd.	
Federal Quarterly Estimate	
1st	2nd
MEDICAL	
Drugs & Medication	
Medical Insurance Premiums	
Doctors, Dentists, Etc.	
Hospitals, Clinics, Etc.	
Hearing Aids & Batteries	
Glasses & Contact Lenses	
Transportation, Parking	
Other Medical Expenses	
Reimbursements	

STATE AND LOCAL TAXES			
State Income Tax Bal. Pd.			
State Quarterly Estimate			
1st	2nd	3rd	4th
Local Income Tax			
Personal Property - State			
Personal Property - City			
Real Estate - State			
Real Estate - City			
Sales Tax			
Other			
INTEREST			
Home Mortgage to Bank			
Home Mortgage to Individuals (Bring name, address, and SS # of individual)			
Deductible Points			
Investment Interest			
Student Loan Interest			

CONTRIBUTIONS			
(✓) Canceled Check or Receipt			
	Amount	CK	Receipt
Church			
Heart			
Cancer			
United Fund			
Contributions Other Than Cash (reciepts and records required)			
Clothing			
Furniture			
Transportation			
Household Goods			

EDUCATION CREDITS	
(Bring 1098-T)	
Tuition Paid	
Enrollment Fees	
Course Materials	
CASUALTY LOSSES	
Taxpayers may only claim losses occurring in a presidentially declared disaster area	

CHILD & DEPENDENT CARE			
Provider's Name	Address	Federal I.D. #/SSN	Amount Paid