

Tax Year _____

Record Saver

INCOME & DEPENDENTS

Type of income	Amount
Alimony (not taxable for divorcees commencing after 12/31/18)	
Pensions/Annuities/IRAs (Bring 1099-Rs)	
Royalties	

Estates & Trusts (Bring K-1s)	
Jury Duty	
Social Security (Bring 1099-SSAs)	
Unemployment Compensation (Bring 1099-Gs)	
Partnerships (Bring K-1s)	

GAINS & LOSSES FROM SALE OF PROPERTY

(Bring supporting documentation, such as purchase and sale documents, 1099-B, etc.)

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

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RENTAL PROPERTY		Amount
GROSS INCOME		
EXPENSES		
Advertising		
Auto - Travel		
Cleaning & Maintenance		
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.		

Name _____

Phone _____

Address _____

City/State/Zip _____

Taxpayer's Social Security Number _____

Due Date _____

Spouse's Social Security Number _____

DEDUCTIONS & CREDITS

ADJUSTMENTS				STATE AND LOCAL TAXES				CONTRIBUTIONS			EDUCATION CREDITS		
Traditional IRA Contribution				State Income Tax Bal. Pd.				(✓) Canceled Check or Receipt			(Bring 1098-T)		
Roth IRA Contribution				State Quarterly Estimate				Amount			OK		
Self Employed Health Insurance				1st				Receipt			Tuition Paid		
Keogh, SEP and SIMPLE				2nd				Church			Enrollment Fees		
Forfeited Interest				3rd				Heart			Course Materials		
Alimony Pd. (not deductible for divorces commencing after 12/31/18)				4th				Local Income Tax			Cancer		
Moving Expenses – Active Military								Personal Property - State			United Fund		
HSA													
FEDERAL TAXES													
Fed. Income Tax Bal. Pd.													
Federal Quarterly Estimate													
1st				2nd				Other					
				3rd									
				4th									
MEDICAL								INTEREST			CASUALTY LOSSES		
Drugs & Medication								Contributions Other Than Cash (receipts and records required)			Taxpayers may only claim losses occurring in a presidentially declared disaster area		
Medical Insurance Premiums				Home Mortgage to Bank (Bring name, address, and SS # of individual)				Clothing					
Doctors, Dentists, Etc.								Furniture					
Hospitals, Clinics, Etc.								Transportation					
Hearing Aids & Batteries								Household Goods					
Glasses & Contact Lenses													
Transportation, Parking													
Other Medical Expenses				CHILD & DEPENDENT CARE				Provider's Name			Address		
Reimbursements											Federal I.D. #/SSN		
											Amount Paid		