Taxpayer Checklist

Whether you plan to file your taxes on your own or with the help of a tax preparer, one of the first steps is figuring out what information, forms, and documents you need. The following list can help you prepare.

### Social Security numbers for:
- Yourself
- Your spouse
- Your children and dependents
- Your child care provider (Taxpayer Identification Number)

### Employment and income
Gather W-2 forms or other tax information documents for all income sources, including:
- Wages
- Alimony
- Proprietary business income
- Rental property income and expenses
- Partnerships, estates, or trusts from which you draw income
- If you earn tips, organize your personal records of tips you received — including your part of shared tips. Visit the IRS website at http://www.irs.gov for more information on forms and reporting for tip income.

### Self-employment
- Schedule K-1 Forms on any partnerships — visit the IRS website at http://www.irs.gov for more information
- Receipts or documentation for business-related expenses

### Investments
By late February, you should receive various 1099 forms for interest, dividends, retirement plan distributions, etc. from all banks, brokers, or fund companies where you had a bank account or money invested during the tax year.

### Homeowner or rental information
Have an accurate list of all your residential addresses for the year, as well as any supporting documentation for the following events that may have occurred during the year:
- You paid interest on your home mortgage or second mortgage. Home mortgage interest may be your biggest deduction. Your lender should provide you with Form 1098 by the end of January.
- You paid real estate taxes.
- You moved. You may be able to deduct moving expenses.
- You received rental income.
- You sold your home or other property.

### Deductions
You can take one of two paths when it comes to deductions:
- The standard deduction. No special documentation necessary.
- Itemized deductions. If you choose to itemize deductions, keep in mind that the required documentation and guidelines vary depending on the deduction. For details, refer to the appropriate publications on the IRS website at http://www.irs.gov. Common itemized deductions include:
  - Medical and dental expenses
  - Charitable contributions
  - Non-reimbursed business expenses
  - Non-business casualty or theft losses
  - State and local taxes
  - Real estate taxes
  - Home mortgage interest

Certain other expenditures may reduce adjusted gross income, such as contributions to retirement accounts, and may be claimed even if you do not itemize.

### Credits
If you think you may qualify for any credits, you’ll need proper documentation. Refer to the appropriate IRS publications on the IRS website at http://www.irs.gov for documentation requirements, or ask your tax advisor for more information. Some common credits include:
- Adoption
- Child and dependent care
- Child tax credit
- Education
- Foreign tax
- Prior year minimum tax
- Qualified electric vehicle

### Bank account information
If you’re lucky enough to receive a refund this year, you may be able to get it more quickly by having it automatically deposited into your bank account. You’ll need the account number and routing number. You can find your nine-digit routing number in the lower left corner of your checks. For a list of Wells Fargo routing numbers, visit http://www.wellsfargo.com/help/routing_number.

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