

# Tax Audit Preparation Checklist

Dear [Name],

As you prepare for your upcoming tax audit, please ensure you have the following documents and information ready:

- Personal Identification Information
- Income Documents
  
- W-2 Forms
- 1099 Forms
- Bank Statements
  
- Deductions and Expenses
  - Receipts for Itemized Deductions
  - Business Expenses Documentation
  - Charitable Contributions Receipts
  
- Tax Returns
  - Copies of Previous Tax Returns
  - Supporting Schedules and Statements
  
- Additional Information
  - Correspondence from the IRS
  - Any Legal Documents Related to Tax Matters

Please review this checklist and gather the necessary documents before your audit appointment. If you have any questions, feel free to reach out.

Sincerely,  
[Your Name]  
[Your Contact Information]