

TAX PREP CHECKLIST

Use the tax checklist below to find the documents and forms you'll need to get started.

PERSONAL INFORMATION & LAST FILED TAX RETURN

- Last filed tax return
- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number

DEPENDENT(S) INFORMATION

- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Income of other adults in your home
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

SOURCES OF INCOME

Employed

- Forms W-2

Unemployed

- Unemployment, state tax refund (1099-G)

Self-Employed

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable
- Record of estimated tax payments made (Form 1040ES)

Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040ES)

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (1099-SSA, RRB-1099)

Savings & Investments or Dividends

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)

- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)

- Expenses related to your investments
- Record of estimated tax payments made (Form 1040ES)

Other Income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)

- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trusts
- Royalty Income 1099 Misc.
- Any other 1099s received
- Record of alimony paid/received with Ex-spouse's name and SSN

TYPES OF DEDUCTIONS

Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements
- All other 1098 series forms

Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts of miles driven for charitable or medical purposes

Medical Expenses

- Amounts paid for healthcare insurance and to doctors, dentists, hospitals

Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
- Wages paid to a baby-sitter. Don't include expenses paid through a flexible spending account at work.

Educational Expenses

- Forms 1098-T from educational institutions
 - Receipts that itemize qualified educational expenses
 - Records of any scholarships or fellowships you received
 - Form 1098-E if you paid student loan interest
- Job Expenses & Tax Prep Fees**
- Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
 - Receipts for classroom expenses (for educators in grades K-12)
 - Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
 - Job-hunting expenses

- Record of moving expenses not reimbursed by employer
- Amount paid for preparation of last year's tax return

State & Local Taxes or Sales Tax

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid

- Invoice showing amount of vehicle sales tax paid

Retirement & Other Savings

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if my county has been declared a federal disaster area

Documents checklist (varies by your situation)

All taxpayers:

- SSNs or ITINs, full names and birth dates for everyone included on your return
- Driver's license information for you (and your spouse)
- Bank account and routing number for direct deposit or direct debit
- Identity Protection Personal Identification Number (IP PIN) for everyone on your return who has one
- Record of estimated tax payments made (Form 1040-ES)

Income forms and records:

- All forms that say W-2, 1095, 1098, 1099, or Schedule K-1
- Payment card and third party network transactions (Form 1099-K)
- Records of other income and expenses (jury duty, gambling, Medicaid waiver payments not reported on Form W-2 or 1099)
- Closing statements for any real estate purchased or sold Amount of alimony paid or received and ex-spouse's SSN
- Unemployment or state tax refund (1099-G)

Education:

- Education scholarships and fellowships
- Records of tuition and other higher education expenses, and Form 1098-T
- Student loan interest paid (Form 1098-E)
- Receipts for classroom expenses (for educators in grades K-12)

Healthcare:

- Form 1095-A if you enrolled in an insured plan through the Marketplace (Exchange)

- HSA information (Forms 5498, 1099-SA) and receipts for medical expenses
- Records of unreimbursed medical expenses

Do you have investments or retirement plans?

- Purchase date and total investment in any stocks you sold
- Records of any contributions you made to or distributions from IRAs, other retirement plans, and 529 plans or education savings accounts Records of transactions involving cryptocurrency or other digital assets

Do you have dependents?

- Childcare records including cost and the provider's ID number
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent

Do you own property?

- Form 1098, mortgage interest and all real estate and personal property tax records
- Records of any property lost or damaged due to natural disaster or theft
- Records of home energy improvements

Did you donate?

- Records of cash amounts donated to houses of worship, schools, and other
- Records of non-cash charitable donations and miles driven for charitable pu

Are you self-employed, an independent contractor or own rental real estate?

- Records of business or rental income and expense
- Non-employee compensation (Form 1099-NEC)
- Payment card and third party network transactions (Form 1099-K)
- Receive a 1099-K