

# Tax prep checklist!

Use this checklist and gather your documents to better prepare you for your tax filing appointment. The documents depend on your situation, contact us if you have any questions.

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## PERSONAL INFORMATION

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Tax identification numbers are mandatory. all taxpayers must have the following.

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| <input type="checkbox"/> Your Social Security Number or Tax ID Number  | <input type="checkbox"/> Your spouse's full name, social security number or tax ID number, and date of birth                         |
| <input type="checkbox"/> Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS | <input type="checkbox"/> Routing and account numbers to receive your refund by direct deposit or pay your balance due if you choose. |
| <input type="checkbox"/> Foreign reporting and residency information - if applicable                                       | <input type="checkbox"/> Unexpired Federal or State Photo Identification   |

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## DEPENDENT(S) INFORMATION

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Parents and Caregivers should gather the following.

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| <input type="checkbox"/> Dates of birth and social security numbers or tax ID numbers. | <input type="checkbox"/> Childcare records (including the provider's tax ID number) if applicable.   |
| <input type="checkbox"/> Income of dependents and of other adults in your home         | <input type="checkbox"/> Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable) |

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## SOURCES OF INCOME

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Not all forms are applicable every year.

### Employed

- W-2 Forms (from all employers)

### Unemployed

- 1099-G (Unemployment)

### 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 1040-ES)

### Retirement Income

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

### Self Employed

- 1099-MISC or 1099-NEC Forms, Schedules K-1
- 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
- 1040-ES - Record of estimated tax payments.

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## SOURCES OF INCOME CONTINUATION...

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### Savings, Investments or Dividends

- 1099-INT | 1099-OID | 1099-DIV  
(Interest, dividend income)
- 1099-B | 1099-S (Income from sales of stock  
or other property)
- Dates of acquisition and records of your cost  
or other basis in property you sold (if basis is  
**not reported** on 1099-B)
- 1099-SA or 1099-LTC (Health Savings  
Account or long-term care reimbursements)
- Expenses related to your investments.
- 1040-ES (Record of estimated tax payments  
made)
- Transactions involving cryptocurrency  
(Virtual currency)

### Other Income and/or Losses

- 1099-K (Payment Card and Third-Party Network  
Transactions)
- W-2G Gambling income (records showing income, as  
well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trust income
- Royalty Income 1099-MISC
- Any other 1099s received
- Record of alimony paid/received with ex-spouse's  
name and SSN
- State tax refund

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## DEDUCTIONS

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Deductions depend on your situation, not all documents may be needed.

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### Home and Vehicle Ownership

- 1098 Forms (mortgage interest statements)
- Real estate and personal property tax  
records
- Receipts for energy-saving home  
improvements (e.g., solar panels, solar water  
heater)
- Electric vehicle information
- All other 1098 series forms

### Health Insurance

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

### 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, and hospitals.
- Amounts paid for qualified insurance premiums if paid  
outside of the Marketplace or an employer provided  
plan.

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**DEDUCTIONS CONTINUATION...**

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**Childcare Expenses**

- Fees paid to a licensed day care center or family day care for the care of an infant or preschooler.
- Amounts paid to a baby-sitter or provider of care of your child under age 13 while you work.
- Expenses paid through a dependent care flexible spending account at work

**Education Expenses**

- 1098-T Forms from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received.
- 1098-E Form (paid student loan interest)

**K-12 Educator Expenses (Teachers)**

- Receipts for classroom expenses (for educators in grades K-12)

**State & Local Taxes**

- Amount of state and local income or sales tax paid.
- Invoice showing amount of vehicle sales tax paid and/or personal property tax on vehicles

**Retirement & Other Savings**

- 5498-SA Form (HSA contributions)
- 5498 Form (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 the FEMA website to see if your county has been declared a federal disaster area

Contact us if your situation is different and we will help you gather the documents needed prior to your in-home appointment and successfully file your Federal and State income tax returns.