

TAX DOCUMENT CHECKLIST

PERSONAL TAX DOCUMENT CHECKLIST

- Your Social Security number or tax ID number
- Your spouse's full name and Social Security number or tax ID number
- Picture of Front and Back of Drivers License/State ID
- Bank Account and Routing Number
- Last Year's Copy of Return (if new client)

DEPENDENT(S)

- Dates of birth and Social Security numbers or other tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Form 8332 when the child's custodial parent is releasing their right to claim a child to the noncustodial parent (if applicable)

INCOME

- **Employed**
 - Forms W-2
- **Unemployed**
 - Unemployment (1099-G)
- **Self-Employed**
 - Forms 1099-NEC and 1099-K
 - Income records to verify amounts not reported on 1099s
 - Records of all expenses – check registers or credit card statements, and receipts o Business-use asset information (cost, date placed in service, etc.) for depreciation
 - Home office 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 (prior-year Forms 8606 showing amounts already taxed)
- Social Security/RRB income (SSA-1099, 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)
- Expenses related to your investments
- Record of estimated tax payments made (Form 1040ES)

- **Other Income & Losses**

- State refunds (Form 1099-G)
- Income from K-1s either as investment or as active owner
- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trusts
- Royalties (1099-MISC)
- Any other 1099s received
- Record of alimony paid/received with ex-spouse's name and SSN
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC) Deductions

TAX DEDUCTIONS

- **Home Ownership**

- Form 1098 or other mortgage interest statements
- Real estate and personal property tax records

- **Charitable Donations**

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

- **Medical Expenses**

- Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- Miles driven for medical purposes
- Travel expenses for medical, including hotels, planes, tolls, parking, etc

- **Health Insurance**

- Form 1095-A if you have health insurance through a State Marketplace (Exchange)

- **Childcare Expenses**

- Daycare paid for a child under age 13 so the taxpayer (and spouse) can work
- Wages paid to a babysitter

- **Educational Expenses**

- Forms 1098-T from educational institutions
- Receipts for qualified educational expenses
- Records of scholarships or fellowships Form
- 1098-E for student loan interest

- **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
- Amount of real estate taxes paid
- Amount of personal property taxes 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