

# 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

## 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**
  - o Forms W-2
- **Unemployed**
  - o Unemployment (1099-G)
- **Self-Employed**
  - o Forms 1099-NEC and 1099-K
  - o Income records to verify amounts not reported on 1099s
  - o 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
  - o Home office information, if applicable
  - o Record of estimated tax payments made (Form 1040ES)
- **Rental Income**
  - o Records of income and expenses
  - o Rental asset information (cost, date placed in service, etc.) for depreciation
  - o Record of estimated tax payments made (Form 1040ES)

- **Retirement Income**

- o Pension/IRA/annuity income (1099-R)
- o Traditional IRA basis (prior-year Forms 8606 showing amounts already taxed)
- o Social Security/RRB income (SSA-1099, RRB-1099)

- **Savings & Investments or Dividends**

- o Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- o Income from sales of stock or other property (1099-B, 1099-S)
- o Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- o Expenses related to your investments
- o Record of estimated tax payments made (Form 1040ES)

- **Other Income & Losses**

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

## TAX DEDUCTIONS

- **Home Ownership**

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

- **Charitable Donations**

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

- **Medical Expenses**

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

- **Health Insurance**

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

- **Childcare Expenses**

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

- **Educational Expenses**

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

- **State & Local Taxes or Sales Tax**

- o Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- o Invoice showing amount of vehicle sales tax paid
- o Amount of real estate taxes paid
- o Amount of personal property taxes paid

- **Retirement & Other Savings**

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

- **Federally Declared Disaster**

- o City/county you lived/worked/had property in
- o Records to support property losses (appraisal, clean-up costs, etc.)
- o Records of rebuilding/repair costs
- o Insurance reimbursements/claims to be paid
- o FEMA assistance information