Tax Preparation Documentation Checklist

Personal Identification and Basic Information

Valid Photo ID

- Driver's license, passport, or other government-issued ID.

Social Security Cards

- For you, your spouse, and any dependents.

Birth Dates

- For you, your spouse, and dependents.

Income Documentation

W-2 Forms

- From all employers for the tax year.

1099 Forms

- 1099-G for unemployment compensation or state tax refund.
- 1099-MISC for independent contractors.
- 1099-INT for interest received.
- 1099-DIV for dividends received.
- 1099-B for broker-handled transactions.
- 1099-R for retirement plan distributions.
- SSA-1099 for Social Security benefits.
- RRB-1099 for Railroad Retirement benefits.
- 1099-S for real estate transactions.

Income from Self-Employment

- Records of all income and expenses.
- Home office expenses if applicable.

Rental Property Income

- Records of income and expenses.
- Rental home address(es).
- Property purchase information.

Expense and Deduction Documents

Homeowner Expenses

- Mortgage interest statement (Form 1098).
- Real estate and personal property tax records.
- Records of energy-efficient home improvements (credits available).

Educational Expenses

- Tuition statement (Form 1098-T).
- Records of paid student loan interest (Form 1098-E).

Charitable Donations

- Cash amounts donated to houses of worship, schools, and other charitable organizations.
- Records of non-cash charitable donations.

Medical and Dental Expenses

- Amounts paid for healthcare not reimbursed by insurance or other health plans.

Taxes Paid

- State and local income taxes.
- Vehicle registration fees based on value.

Credits

Child and Dependent Care Information

- Provider's name, address, tax ID, and amount paid.

Education Credits

- Form 1098-T from educational institutions.
- Receipts for educational expenses not covered by Form 1098-T.

Retirement Contributions

- Traditional and Roth IRA contributions.
- Records of any employer-provided retirement plan contributions.

Healthcare Information

Form 1095-A, B, or C

- Proof of health insurance coverage.

Health Savings Account (HSA)

- Contributions (Form 5498-SA) and distributions (Form 1099-SA).

Miscellaneous

Records of Alimony Paid

- Recipient's SSN and amount paid.

Federal and State Tax Returns from Last Year

- Helps to reference and compare for accuracy and potential carryover items.

For Businesses and Special Situations

Schedule K-1

- From partnerships, S corporations, estates, or trusts.

Form 4562

- Depreciation and amortization.

Form 8829

- Expenses for business use of your home.

Additional Specialized Forms

- Any other forms that may be applicable to unique situations (e.g., Form 8832, Form 8379).

How to Organize Your Documents

Create a Checklist: Use this list as a checklist to gather your documents.

Organize by Category: Group your documents by income, deductions, and credits for easy reference.

Digital Copies: Consider making digital copies of all documents for backup and easy transmission to your tax preparer.