



## TAX PREP CHECKLIST

### Personal Information

- Social security number, Tax ID Number (ITIN #) or work permit
- Driver License or ID
- Your spouse's full name, social security number or tax ID number, (ITIN #) and ID
- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS.
- Routing and account numbers to receive your refund by direct deposit or pay your balance due if you choose

### Dependents Information

- Birth certificate and social security numbers
- Foreign born child: work permit and social security number or Tax ID Number (ITIN#)
- Childcare records (including the provider's tax ID number) if applicable. Letter, Daycare name, address, phone number and EIN (Employer ID Number).
- Income of dependents and 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)

### Source of Income

#### Employed

- Forms W-2

#### Unemployed

- Unemployment (1099-G)

#### Self-Employed

- Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or 1099-NEC
- 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 along with utilities expenses and the home and work area square feet total.
- Record of estimated tax payments made (Form 1040-ES)

#### Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation

#### 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 (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)
- 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 1040-ES)
- Transactions involving cryptocurrency (Virtual currency)



### Other Income & Losses

- Payment Card and Third-Party Network Transactions (1099-K)
- Gambling income (W-2G or 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

## Types of Deductions

### Home and Vehicle Ownership

- Forms 1098 or other 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

### 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

### Childcare Expenses

To take advantage of this category you and your spouse must have worked throughout the year.

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

### K-12 Educator Expenses

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

### State and Local Taxes

- Amount of state and local income or sales tax paid (other than wage withholding)
- Invoice showing amount of vehicle sales tax paid and / or personal property tax on vehicles

### Retirement & Other Savings

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