

# TAX PREPARATION CHECKLIST - EP TAX & BOOKKEEPING

## PERSONAL INFORMATION

- Photo ID for taxpayer and spouse
- Social Security numbers for all taxpayers and dependents
- Date of birth for all individuals on the return
- Last year's tax return (if available)

## INCOME DOCUMENTS

- W-2 forms
- 1099-NEC (self-employment income)
- 1099-MISC
- 1099-K (if applicable)
- 1099-INT (interest income)
- 1099-DIV (dividends)
- 1099-R (retirement income)
- Social Security benefits (SSA-1099)
- Unemployment income (1099-G)
- Rental income records
- Any other income statements

## DEDUCTIONS & CREDITS

- Childcare expenses and provider information
- Education expenses (1098-T)
- Student loan interest (1098-E)
- Medical expenses summary
- Charitable donations (cash and non-cash)
- Mortgage interest (1098)
- Property tax statements
- Energy-efficient home improvement receipts

## BUSINESS / SELF-EMPLOYMENT DOCUMENTS

- Income summary

Expense summary (categorized)

Mileage log

Home office expenses

Business asset purchases

1099s issued to contractors

## **HEALTH INSURANCE**

Form 1095-A (Marketplace)

Form 1095-B or 1095-C (if applicable)

## **DEPENDENTS**

Childcare provider name, address, and EIN

Adoption documents (if applicable)

Court documents for custody (if applicable)

## **ADDITIONAL ITEMS**

IRS letters or notices

Bank account information for direct deposit

Any other documents related to your tax situation