



NEW WAVERLY TAX SERVICES

TAX PREPARATION CHECKLIST

Below is a list of documents you may need to bring to your appointment to help ensure your taxes can be filed as accurately as possible. (Not all information applies to all taxpayers*)**

Personal Information

All taxpayers will need the following to file taxes.

- ☐ Photo ID
- ☐ Your social security number or tax ID number
- ☐ Your spouse's full name, social security number or tax ID number, and date of birth
- ☐ Routing and account numbers to receive your refund by direct deposit or pay your balance due if you choose
- ☐ Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS
- ☐ Previous year tax return, if available

Dependent(s) Information

- ☐ Parents and caregivers should gather this information as they review what they need to file their taxes.
- ☐ Dates of birth and social security numbers or tax ID numbers
- ☐ Childcare records (including the provider's tax ID number) if applicable
- ☐ 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)

Sources of Income

Many of these forms won't be required annually to file taxes. For instance, if you did not receive distributions or have other activities, you would not receive the investment forms required to be submitted with your taxes.

Employed

- ☐ Forms W-2



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Unemployed

- ☐ Unemployment (1099-G)

Self-Employed

- ☐ 1099-NEC or 1099-K showing income earned as an independent contractor
- ☐ 1099-MISC for income from a rental property
- ☐ 1099-Q for distributions from a 529 plan or Coverdell ESA
- ☐ 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
- ☐ Record of estimated tax payments made (Form 1040-ES)
- ☐ Miles traveled for business purposes

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
- ☐ Transactions involving cryptocurrency (Virtual currency)



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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, if applicable

Types of Deductions

The types of deductions you can take depend a lot on your life situation. It's likely you won't need all of the documents listed below for your taxes.

Home 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)
- ☐ 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 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
- ☐ Amounts of miles driven for medical purposes



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Health Insurance

- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- ☐ Premiums paid for self-employed health insurance

Childcare Expenses

- ☐ 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)

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
- ☐ Check the [FEMA website](https://www.fema.gov) to see if your county has been declared a federal disaster area