

Tax Prep Documents Checklist

The documents required for tax preparation depend on your specific circumstances. To assist you in getting ready for your tax appointment or filing on your own, we've created a helpful checklist of the forms you'll need.

Personal Information

Tax identification numbers are essential. All taxpayers must provide the following to complete their taxes:

- Your social security number or tax ID number
- Your spouse's full name, social security number or tax ID number, and date of birth
- Identity Protection PIN, if issued to you, your spouse, or your dependent by the IRS
- Routing and account numbers for direct deposit of your refund or payment of taxes due
- Foreign reporting and residency information (if applicable)

Dependent(s) Information

Parents and caregivers should collect this information when preparing 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 records for dependents and other adults in your household
- Form 8332 if the custodial parent is releasing their right to claim a child (if applicable)

Sources of Income

Not all of these forms are required every year. For example, investment forms are only necessary if you had distributions or other activity during the year.

Employed

- Forms W-2

Unemployed

- Unemployment (1099-G)

Self-Employed

- Form 1099, Schedules K-1, and income records for amounts not reported on 1099-MISC or 1099-NEC
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset info for depreciation (cost, date placed in service, etc.)
- Office-in-home information (if applicable)
- Record of estimated tax payments (Form 1040-ES)

Rental Income

- Rental income and asset info for depreciation
- Information on rental assets (including cost, service start date, etc.) for depreciation purposes
- Documentation of estimated tax payments made (Form 1040-ES)

Retirement Income

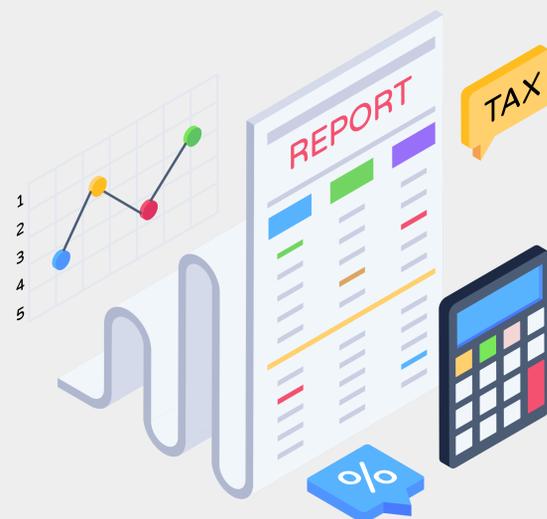
- Pension, IRA, or annuity income (Form 1099-R)
- Traditional IRA basis (previously taxed contributions)
- Social Security or Railroad Retirement Board income (Forms SSA-1099, RRB-1099)

Savings & Investments or Dividends

- Interest and dividend income (Forms 1099-INT, 1099-OID, 1099-DIV)
- Income from stock or property sales (Forms 1099-B, 1099-S)
- Acquisition dates and cost basis records for property sold (if basis isn't on Form 1099-B)
- Health Savings Account and long-term care reimbursements (Forms 1099-SA, 1099-LTC)
- Investment-related expenses
- Record of estimated tax payments (Form 1040-ES)
- Cryptocurrency transaction records

Other Income & Losses

- Payment Card and Third-Party Network Transactions (Form 1099-K)
- Gambling income (Form W-2G or other income and expense records)
- Jury duty income records
- Hobby income and expenses
- Prizes and awards documentation
- Trust income records



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- Royalty income (Form 1099-MISC)
- Any additional Forms 1099 received
- Alimony payment/receipt records, including ex-spouse's name and Social Security Number
- State tax refund documentation

Types of Deductions

The deductions you can claim depend on your situation. You may not need all of the documents listed below for your taxes.

Home and Vehicle Ownership

- Mortgage interest statements (Forms 1098 or similar)
- Real estate and personal property tax records
- Receipts for energy-efficient home improvements (such as solar panels or water heaters)
- Electric vehicle documentation
- Any additional 1098 series forms

Charitable Donations

- Cash donations to places of worship, schools, or other charitable organizations
- Records of non-cash charitable contributions
- Mileage records for charitable or medical travel purposes

Medical Expenses

- Payments made for healthcare, insurance, and services from doctors, dentists, and hospitals
- Payments for qualified insurance premiums if purchased outside of the Marketplace or employer-provided plans

Health Insurance

- Form 1095-A (for enrollment in a Marketplace insurance plan)

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

- Form 1098-T from educational institutions
- Receipts itemizing qualified educational expenses
- Records of any scholarships or fellowships received
- Form 1098-E for student loan interest paid

K-12 Educator Expenses

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

State and Local Taxes

- Amount of state and local income or sales tax paid (excluding wage withholding)
- Invoice showing 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
- Any other 5498 series forms (e.g., 5498-QA, 5498-ESA)

Federally Declared Disaster

- City or county where you lived, worked, or owned property
- Records supporting property losses (such as appraisals, clean-up costs, etc.)
- Records of rebuilding or repair costs
- Insurance reimbursements or claims to be paid
- FEMA assistance information
- Check the FEMA website to confirm if your county has been declared a federal disaster area

