

Tax Prep Checklist



Basic

Social Security or Tax ID Numbers
Estimated Tax Payments Paid (Federal, State, Local) **1040-ES**
Previous Years Tax Returns
Employment **W2, W4, 1099**

Charity-Volunteer

Cash Charitable Contributions *Payment Record, Charity info and letter*
Cash Charitable Donations over \$250 *Contemporaneous Written Acknowledgement (CWA)*
Donated Items *Details or Photos (Fair Market Value)*
Volunteer Expenses (unreimbursed) *Payment Record, Mileage Logs*

Children and Childcare

Advance Child Tax Credit payment
Adoption Credit (if adoption finalized) **8839**, *Child SSN, legal, medical, and transportation costs*
Child and Dependent Care Credit *W10, Payment Records*
Providers Names, Address, SSN or Tax ID

Healthcare

Exemption Certificate (if you applied and received) **8965** *and Exemption Certificate Number (ECN)*
Health Savings Account Contributions **5498-QA, 5498-SA**
Health Savings Account Distributions **1099-SA**
Healthcare Insurance Premiums *Payment Records*
Long-Term Care Premiums *Payment Records*
Long-term care Reimbursements **1099-LTC**
Healthcare Expenses *Payment Records, Insurance EOBs, Health logs, Mileage Log*
Proof of Xcoverage Statement **1095-A, 1095-B, or 1095-C**

Home-Vehicles

Mortgage Interest **1098**
Real Estate Taxes *Tax Statement, Payment Records*
Personal Property Taxes *Tax Statement, Payment Records*
Energy Improvement Tax Credit **5695**, *Certification Statements, Payment Records*
First Time Home Buyer Tax Credit **5405**
Home or Other Capital Asset Sales **1099-S**
Home or other Real Estate Purchase-Refinance *Settlement Statement (copy)*
Vehicle Purchase Sales Tax Paid *Invoice showing Tax Paid (copy)*