

Tax Prep Checklist

Personal Information

- SSN, full names and date of birth for everyone on your return
- Alimony paid/received and ex-spouse's SSN
- Childcare expenses and provider information
- IRS provided PIN if applicable
- Checkbook account information (ABA and account number) for direct deposit and automatic withdrawal
- Quarterly estimates paid

Income and Investments

- Wage statements (W-2)
- Pension and retirement income (1099-R)
- Interest and dividend income (1099-INT and 1099-DIV)
- Statements on the sales of investments
- Social security statements (1099-SSA)
- Unemployment income (1099-G)
- Records of business income and expenses for self-employed or rental property owners
- Gambling winnings and losses

Education

- Record of tuition paid (1098-T)
- Record of tuition loan interest paid (1098-E)
- Distributions from 529 or Coverdell plans (1099-Q)
- Payments for college books and housing

Itemized Deductions

- Mortgage interest statement (1098-MIS)
- Real estate taxes
- Auto excise tax
- Records of charitable donations and miles driven for charitable purposes
- Out of pocket health care expenses and miles driven for medical care

Healthcare

- Form 1095-A, 1095-B, or 1095-C
- Contributions and distributions through an HSA

Massachusetts Information

- Rent paid
- Water bills paid (over 65 years old)
- Quarterly estimates paid