🧾 TAX RETURN DOCUMENT CHECKLIST

Here are some of the most common documents needed to prepare a tax return.

Use this checklist to gather the necessary paperwork prior to your tax appointment.

Personal Information

- **Full name of each person on the tax return**
- **Social Security (or Tax ID) Number for each person on the tax return**
- **Birthdates of Taxpayer, Spouse, and Dependents**
- **Driver's License number, issue date, and expiration date, for taxpayer and spouse**

Income Documents

- **Wage statement (W-2)**
- **Unemployment statement (1099-G)**
- **Pension and IRA income (1099-R)**
- **Social Security income (1099-SSA)**
- **Interest, dividends, and income from sales of stock or property (1099-INT, 1099-DIV, 1099-B, 1099-S)**
- **HSA distributions (1099-SA)**

- **Side gig income (1099-NEC) and documentation of related expenses (receipts, mileage logs, etc.)**
- **State income tax refund from prior year (1099-G)**
- **Gambling winnings, including online sports betting (W-2G)**
- **Any other 1099-series forms, K-1 forms, etc.**

Credits and Deductions

- **Student loan interest paid (1098-E)**
- **College tuition, fees, and books (1098-T, cashier's office statement)**
- **Childcare expenses (need provider's name, address, and EIN or SSN)**

Itemized Deductions

- **Medical expenses (unreimbursed insurance, doctor, healthcare facility, and prescription costs)**
- **Taxes paid (personal property/vehicle taxes, estimated tax payments made during the year)**
- **Real estate taxes paid and mortgage interest paid (1098)**
- **Charitable donations (receipts for cash and non-cash donations)**

Information Documents

- **Prior two years tax returns (may contain information impacting current return) – *new clients only***
- **5498 series forms showing contributions to HSAs, IRAs, etc.**
- **Bank information for direct deposit of refunds (account and routing numbers)**
- **Health insurance coverage (1095-A, 1095-B, or 1095-C depending on circumstance; must have 1095-A if anyone in the tax household received Marketplace Insurance)**

Rental Property

- **Record of income (1099-MISC, checkbook register, bank statements, etc.)**
- **Record of expenses (repairs, cleaning, travel to property, mortgage, insurance, utilities, etc.)**
- **Depreciation record (cost of assets, date placed into service, prior depreciation taken)**

Self-Employed

- **Record of income (1099-NEC, 1099-K, receipt book, bank statements, etc.)**
- **Record of expenses (home office, inventory costs, advertising, fees and taxes paid, travel, etc.)**
- **Depreciation record for any assets (cost, date placed into service, prior depreciation taken)**