

TAX FILING

checklist



Below you will find a list of items that you will need to successfully begin your tax filing process. Please be sure to take a moment to review the documents needed. If any of these items pertains to your tax filing situation, check them off as you gather them. Please click [here](#) to schedule a virtual appointment. If you have any questions, please email us at info@ivyfinancialconsultants.com or contact us at 469-765-7732. Ivy Financial Consultants looks forward to assisting you with your tax filing needs.

PERSONAL INFORMATION

- Driver's License, Identification, Passport
- Social Security Card (s), ITIN
- Identity Protection Pin (IRS issued)
- Routing Number and account number
- Copy of last year tax return (**New Clients ONLY**)

WAGES

- W-2 Forms
- Unemployed
- Unemployment (1099-G)

RENTAL INCOME

- Records of income and expenses
- Rental assets information (cost, date placed in service)
- Records of estimated tax payments made (Form 1040-ES)

DEPENDENT(S) INFORMATION

- Dependent Social Security Cards
- Date of Birth
- Identity Protection PIN
- Childcare records (provider's tax ID #)
- Income for all dependents in home

SELF-EMPLOYED

- Form 1099
- Schedules K-1
- 1099-NEC
- Records of all expenses
- Asset for depreciation for business (cost, date placed in service)
- Home office information
- Record of estimated tax payments made (Form 1040-ES)

RETIREMENT INCOME

- Pension/IRA Annuity Income (1099-R)
- Traditional IRA basis (contributed to IRA that were already taxed)
- SSA-1099, RRB-1099

OTHER INCOME & LOSSES

- Gambling income W-2G
- 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

HOME OWNERSHIP

- Form 1098 Mortgage Interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements
- Any additional 1098 forms

MEDICAL EXPENSES

- Amounts paid to healthcare providers, insurance, doctors, dentist and hospitals
- Form 1095-A for Marketplace insurance

SAVING & INVESTMENTS OR DIVIDENDS

- 1099-INT, 1099-OID, 1099-DIV (interest, dividend income)
- 1099-B, 1099-S (income from sales of stock or property)
- Health Saving Account 1099-SA
- Long-term care reimbursements 1099-LTC
- Expense related to your investments
- Estimated records of tax payments made (Form 1040-ES)
- Transactions involving cryptocurrency

RETIREMENT INCOME

- Pension/IRA Annuity Income (1099-R)
- Traditional IRA basis (contributed to IRA that were already taxed)
- SSA-1099, RRB-1099

CHARITABLE DONATIONS

- Cash donation to church, schools, etc
- Records of non-cash charitable donations
- Amounts of miles driven for charitable medical purposes

CHILDCARE EXPENSES

- Fees paid to a licensed daycare center or family childcare.
- Babysitter fees for child under age 13 for work related only
- Expenses paid through a dependent care flexible spending account at work

EDUCATIONAL EXPENSES

- Forms 1098-T from educational institutions
- Receipts that itemize qualified education expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

STATE & 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 tax on vehicles

K-12 EDUCATOR EXPENSES

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

RETIREMENT & OTHER SAVINGS


- Form 5498-SA showing HSA contributions
- Form 5498 show IRA contributions
- 5498-QA , 5498-ESA


FEDERALLY DECLARED DISASTER


- City/County resided, worked or property in
- Records to support property losses (appraisal, clean-up cost, etc)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information



Contact Us

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