

TAX DOCUMENT CHECKLIST

(Do not fill info on this sheet-attach or include actual documents)

PERSONAL INFORMATION

___ Your social security or tax ID number

___ Your license or state ID

___ Your spouse's license

___ Spouse's full name, social security number date of birth

___ Bank account information

DEPENDENT(S) INFORMATION

___ Dependent(s) full name, date of birth, and social security number

___ Information about advance child tax credit payments

SOURCES OF INCOME

Employment

___ W-2 forms from all employers

___ W-2 forms for dependents earnings

Unemployed

___ Unemployment (1099-G)

Rental Income

___ Income and expenses

___ Rental asset information (cost, date placed in service, etc.) for depreciation

Self-Employment

___ Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or new 1099-NEC

___ Records of all expenses — check registers or credit card statements, and receipts

___ Record of estimated tax payments made

___ Business-use asset information (cost, date placed in service,

___ Record of estimated tax payments made (Form 1040-ES)

___ Depreciation schedule from last accountant (if applicable)

___ Home office information (if applicable)

Retirement Income

___ Pension/IRA/annuity income (1099-R)

___ Form SSA-1099 (Social Security)

___ Form RRB-1099 (RRB income)

___ Form 5498- IRA contributions

___ Traditional IRA basis (i.e., amounts contributed to the IRA that were already taxed)

Savings & Investments or Dividends

___ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)

___ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)

___ Income from sales of stock or other property (1099-B, 1099-S)

___ Expenses related to your investments

___ Cryptocurrency transactions (Virtual currency)

(over)

Other Income & Losses

___ Gambling income (W-2G) and gambling losses (if applicable)

___ Prizes and awards

___ Royalty Income 1099-MISC

___ Alimony paid/received (ex-spouse's name and SSN)

___ 1099C (Cancellation of debt)

___ Jury duty records

___ Hobby income and expenses

___ Trust income

___ Any other 1099s received

___ State tax refund

TYPES OF DEDUCTIONS

Home Ownership

___ Forms 1098 or other mortgage interest

___ Real estate and personal property tax

___ Closing docs for purchase/sale of home

___ Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)

Charitable Donations

___ Cash donations

___ Non-cash charitable donations

___ Miles driven for charitable purposes

Medical Expenses

___ Amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals

___ Miles driven for medical purposes

Health Insurance

___ Form 1095-A (if enrolled through Marketplace Exchange)

HSA Accounts

___ 1099-SA (HSA Contributions)

___ Form 5498-SA (HSA contributions)

___ Breakdown of HSA contribution employer/employee

Childcare Expenses

___ Fees paid to a licensed day care center/family care for care of an infant or preschooler

___ Expenses paid through a dependent care flexible spending account at work

Educational Contributions/Expenses

___ Contributions to Brightstart or Bright Directions 529

___ Fees paid to public or private schools

___ All other 5498 series forms (5498-QA, 5498-ESA)

___ Forms 1098-T from educational institutions

___ Form 1098-E for student loan interest

___ Receipts that itemize qualified educational expenses

___ Records of any scholarships or fellowships you received

K-12 Educator Expenses

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

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 property tax on vehicles