# document checklist

many of these documents will be necessary to complete your return.

# Personal

- Your Social Security number or tax ID number
- Your spouse's full name and Social Security number or tax ID number
- Your unexpired government issued ID
- Your spouse's unexpired government issued ID
- IRS Notice 1444-C (there may be more than one) or Letter 6475 shows total Stimulus payments
- IRS Letter 6419 shows total Advance Child Tax Credit payments
  Lost your CTC payments can also check using CTC update portal https://www.irs.gov/credits-deductions/child-tax-credit-update-portal

  You can also create an Account to view your tax records https://www.irs.gov/payments/your-online-account

- If not received bring Deposit report from your bank statements
- Need Routing and Account number

# Dependent(s)

- Dates of birth and Social Security numbers or other tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Form 8332 when the child's custodial parent is releasing their right to claim a child to the noncustodial parent (if applicable)
- Proof of residence at least 6 months ( Rental lease, School letter or 1095 Health coverage)
- Birth Certificates
- Permanently and totally disabled Dependent need Dr Note

# Income

- **Employed**
  - Forms W-2

- **Unemployed**
  - Unemployment (1099-G)

- **Self-Employed**
  - Forms 1099-NEC and 1099-K
  - Income records to verify amounts not reported on 1099s
  - Records of all expenses – check registers or credit card statements, and receipts
  - Business-use asset information (cost, date placed in service, etc.) for depreciation
  - Home office information, if applicable
  - Record of estimated tax payments made (Form 1040ES)
  - Was your business effective by Covid, or took time off due to Covid? If so need exact dates

- **Rental Income**
  - Records of income and expenses
  - Rental asset information (cost, date placed in service, etc.) for depreciation
  - Record of estimated tax payments made (Form 1040ES)

- **Retirement Income**
  - Pension/IRA/annuity income (1099-R)
  - Traditional IRA basis (prior-year Forms 8606 showing amounts already taxed)
  - Social Security/RRB income (SSA-1099, RRB-1099)

- **Savings & Investments or Dividends**
  - Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
  - Income from sales of stock or other property (1099-B, 1099-S)
  - Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
  - Expenses related to your investments
  - Record of estimated tax payments made (Form 1040ES)

- **Other Income & Losses**
  - State refunds (Form 1099-G)
  - Income from K-1s either as investment or as active owner
  - Gambling income (W-2G or records showing income, as well as expense records)
  - Jury duty records
  - Hobby income and expenses
  - Prizes and awards
  - Trusts
  - Royalties (1099-MISC)
  - Any other 1099s received
  - Record of alimony paid/received with ex-spouse's name and SSN
  - Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC) Deductions

- **Home Ownership**
  - Form 1098 or other mortgage interest statements
  - Real estate and personal property tax records

- **Charitable Donations**
  - Cash amounts donated to religious organizations, schools, other charitable organizations
  - Records of non-cash charitable donations
  - Amounts of miles driven for charitable purposes

- **Medical Expenses**
  - Amounts paid for healthcare insurance and to doctors, dentists, hospitals
  - Miles driven for medical purposes
  - Travel expenses for medical, including hotels, planes, tolls, parking, etc

- **Health Insurance**
  - Form 1095-A if you have health insurance through a State Marketplace (Exchange)

- **Childcare Expenses**

  - Daycare paid for a child under age 13 so the taxpayer (and spouse) can work
  - Wages paid to a babysitter

- **Educational Expenses**
  - Forms 1098-T from educational institutions
  - Receipts for qualified educational expenses
  - Records of scholarships or fellowships
  - Form 1098-E for student loan interest

- **State & Local Taxes or Sales Tax**
  - Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
  - Invoice showing amount of vehicle sales tax paid
  - Amount of real estate taxes paid
  - Amount of personal property taxes paid

- **Retirement & Other Savings**
  - Form 5498-SA showing HSA contributions
  - Form 5498 showing IRA contributions
  - All other 5498 series forms (5498-QA, 5498-ESA)

- **Federally Declared Disaster**
  - City/county you lived/worked/had property in
  - Records to support property losses (appraisal, clean-up costs, etc.)
  - Records of rebuilding/repair costs
  - Insurance reimbursements/claims to be paid
  - FEMA assistance information