

## Documents Needed for Tax Preparation – Individual Returns

- Income documents
  - Latest wage statement
  - W-2s
  - 1099 misc – commissions, small business income
  - SSA-1099 – Social Security
  - RRB-1099 – Railroad retirement
  - 1099R - Pension, retirement
  - 1099B – Sales of securities
  - 1099-Int/1099-OID – Interest
  - 1099-Div - Dividends
  - 1099G – unemployment, state tax refund
  - 1099C – Cancelled Debt
  - W2 G – Gambling/Lottery winnings
  - Alimony Received/Paid including ex-spouse SSN & **Date of Divorce**
  - Scholarships/fellowship
  - Prizes, awards, jury duty, other
  - Schedule K1
- Investment documents – sale or purchase
  - Real Estate closing statements
  - 5498 IRA/401K Contributions
  - Retirement plan contributions
  - Sale/purchase documents from any asset, including business
- Foreign assets holdings and income
- Virtual Currency holding and transactions
- COVID economic stimulus payment information (Notice 1444)
- Letters & Notices from IRS or State agencies
  - Identity protection PIN letter
- Expense documents
  - Medical & dental
  - Real estate and personal property taxes
  - Large items subject to sales tax – vehicle, boat, remodel, etc.
  - Local or state income taxes
  - Estimated federal taxes
  - 1098 – Mortgage/HELOC interest
  - Mortgage closing statement
  - Charitable contribution receipts
  - K – 12 educator expenses
  - 1098T – tuition & education expenses, books and other education fees
  - 1098E – Student loan interest
  - Casualty loss or theft
  - Adoption of a child costs
  - Gambling losses
- Dependent care provider information
- Health Care documents
  - 1095 – all types
  - HSA contribution and distribution
  - Long Term Care
- Life cycle changes – including but not limited to
  - Birth/Death/Divorce
  - Employment/Retirement/Relocation
  - Inheritance/Bankruptcy
  - Children aging out of credits/college/empty nest
- Correspondence
  - IRS Letters & Notices
  - State Letters & Notices
  - Licensure changes

### **New Clients:**

- Driver's License
- Social Security Card/IP Pin Documents
- Dependent(s) social security card
- Dependent(s) date of birth
- Previous 2 years' tax returns
- Voided check for direct deposit of refund

*Please upload all tax documents to your online portal or drop off or mail in your documents to the AvantiPRO office*