



Tax Document Checklist

I must obtain copies of all pertinent tax documents before I can begin preparation of your returns. Please understand that I am required by all tax authorities to verify identity of all taxpayers and dependents for claiming certain deductions and credits – therefore, I must ask for personal identifying information (e.g. driver’s licenses, Social Security cards). This is not an all-inclusive list, and not all documents listed here may apply to you – but it will save you time, and help ensure you receive all the tax benefits, credits and deductions you are allowed. As you receive important tax documents in January 2024 or before, file them with this checklist.

General

- Complete copies of your 2022 federal AND state tax returns.
- Any notices or correspondence you received from the IRS or any other tax authority.
- Dates of birth for ALL household members - yourself, your spouse and your dependents.
- Copies of driver’s license or state-issued ID card for you, and your spouse (if applicable).
- Copies of Social Security cards for ALL individuals being claimed as dependents.
- Physical address, all email addresses, and all telephone numbers (specify home, work, mobile, etc.).

IF YOU ARE CLAIMING THE EARNED INCOME TAX CREDIT (EITC), I must have copies of ONE of the following for EACH child you are claiming: a) School records or statement, b) Landlord or property management statement, c) Health care provider statement, d) Medical records, e) Child care provider records, f) Placement agency statement, g) Social service records or statement, h) Place of worship statement

Income

- All W-2 Forms you and your spouse received for 2023 from all employers.
- Savings and Investments reporting forms including Form 1099-INT, Form 1099-DIV, Form 1099-B (all pages), Form 1099-S, Schedule K-1.
- Income from retirement distributions or Social Security benefits (Form 1099-R, Form SSA-1099).
- Income from cancellation of debt (Form 1099-A, Form 1099-C).
- Income from other income sources, including but not limited to: unemployment, state tax refunds, gambling income and losses, spousal support/alimony received, jury duty, hobby income and expenses, prizes and awards (any other 1099 forms, Form W-2G).
- Final settlement statement (HUD-1) for any real estate transaction you had during the year, including purchase, sale, refinance or foreclosure.

Deductions

- Health Savings Account contributions and distributions (Form 1098-SA, Form 5498-SA).
- IRA contributions and year-end values (Form 5498 or your December 2023 statement).
- Colleges attended, tuition & fees paid, and costs of required books, supplies and equipment (Form 1098-T).
- Student Loan Interest paid (Form 1098-E).
- Record of estimated taxes paid to all tax authorities.

Business, Rental and Farming Income

- The books/accounting records for your business, including all income and expenses, in whatever format you keep your records. Digital copies (PDF, Excel, etc.) are preferred.
- Any 1099 forms reporting income from credit card companies, 3rd party payment processors (such as PayPal), companies reporting “gig” income (such as DoorDash, Uber, Lyft), or any income reported for work performed as an independent contractor.
- Records of all major purchases over \$2,500 for machinery, equipment, or furniture. Each item record should include purchase date, amount and description of item.
- Inventory records (beginning and ending inventory, and amounts of purchases for personal use).
- BUSINESS USE OF VEHICLE: If you are claiming the standard mileage rate - provide mileage logs, showing total annual mileage and business mileage for all vehicles. If you are claiming actual vehicle expenses, provide records of purchases for gas, oil, maintenance, and repairs, along with total annual mileage and business mileage for all vehicles. In either case, provide year/make/model of each vehicle, and date you began to use each vehicle for business.
- IF YOU ARE SELF-EMPLOYED: Health insurance premiums paid for owner and family, including adult children less than 27 years old.

Itemized Deductions (skip this section if you will be claiming the standard deduction)

- Medical expenses (co-pays, doctors, dentists, glasses, prescriptions, and mileage incurred for trips to medical appointments).
- Health insurance payments, including payments for COBRA (stated separately).
- State and local income taxes paid (not those withheld).
- Mortgage interest paid, including Form 1098.
- Mortgage insurance paid (at closing, or reported on Form 1098).
- Investment interest expenses, margin account interest, or interest on investment property
- Total of cash charitable donations. I do not need to see the documentation, but make sure you keep it with your records.
- Records of non-cash charitable donations including items donated, receiving charity, and date and value of donation. If you donated a vehicle, please provide Form 1099-C.
- Total volunteer miles driven during the year.
- Details of any casualty loss or theft.

Credits

- Form 1095-A: You will receive this form if you get health insurance through the Marketplace (aka Obamacare). It is needed to determine your eligibility for the Premium Tax Credit. NOTE: If you receive Form 1095-B and/or Form 1095-C, you do not have to provide these for return preparation. These forms are sent by the employer that provides your health coverage, and are for your information only.
- Dependent care expenses, including provider's name, address, tax ID number, and phone number. If your provider is an individual who refuses to provide their Social Security number, please notify me of this.
- Adoption expenses if you finalized the adoption of a child in 2023.
- Residential energy credits — costs for any energy efficient improvements made to your main residence.

I am here to help! I do not want the organizing part of your tax preparation to be a huge challenge. Please feel free to contact me if you need help or guidance in getting everything together.