



Client Name: _____ Tax Professional: _____

The documents you will need to file your tax return are dependent upon your situation. For example, if you are self-employed & a college student, you may need 1099-NEC & 1098-T forms to file your tax return. However, if you were not in college and worked for a company as an employee you should receive a W-2 from your employer and therefore, you could skip tax forms 1099-NEC & 1098-T.

If you choose to see a tax professional or prepare your tax return(s) on your own, we're here to assist you with determining what documents you will need to file your tax returns correctly.

Use the checklist below to find the tax documents and forms you'll need to get started.

PERSONAL INFORMATION

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Tax Identification Numbers are mandatory items on your checklist. All taxpayers will need the following items to complete their tax return(s).

- _____ Your picture I.D., social security card or tax ID number
- _____ Your spouse's picture I.D., social security card or tax ID number, and date of birth
- _____ Information about your stimulus payment — also known as an economic impact payment (EIP) — If applicable — you may have IRS Notice 1444 or other records showing your EIP amount. *(if filing 2020 &/or 2021 Tax Year Returns)*
- _____ Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS
- _____ Routing and account numbers to receive your refund by direct deposit or pay your balance due if you choose
- _____ Lease &/or utility bill, if claiming Head of Household with a dependent

DEPENDENT(S) INFORMATION

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If claiming children/dependents, parents and/or caregivers should gather the following information as they review what is needed to file their tax return.

- _____ Dates of birth, birth certificate(s) and social security card(s) or tax ID number(s)
- _____ Childcare records (including the provider's tax ID number) *(if applicable)*
- _____ Income of dependents and of other adults in your home *(if applicable)*
- _____ Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent *(if applicable)*

SOURCES OF INCOME

Most of these forms will not be needed to file taxes every year. Example, if you do not rent out property you will not need any of the form(s) nor record(s) listed in the "Rental Income" section.

Employed

_____ Forms W-2 (*enter quantity, if applicable*)

Unemployed

_____ Unemployment (1099-G) (*enter quantity, if applicable*)

Self-Employed

_____ Forms 1099-MISC, 1099-NEC &/or Schedules K-1(s) (*enter quantity, if applicable*)

_____ Records of all expenses — check registers, credit card statements, & receipts (*if we are to do your bookkeeping*)

_____ Business-use asset information (cost, date placed in service, etc.) for depreciation (*if applicable*)

_____ Office in home information (*if applicable*)

_____ Record of estimated tax payments made (Form 1040-ES) (*if applicable*)

_____ Our Self-Employment Affidavit (*needed if we aren't providing bookkeeping services or analyzing records*)

Rental Income

_____ Records of income and expenses

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

_____ Our Self-Employment Affidavit (needed if we aren't providing bookkeeping services or analyzing records)

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

Retirement Income

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

_____ Traditional IRA basis (i.e., amounts you contributed to the IRA that were 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)

_____ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)

_____ Expenses related to your investments

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

_____ Transactions involving crypto-currency (Virtual currency)

Other Income & Losses

_____ Gambling income (W-2G or records showing income, as well as expense records)

_____ 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

TYPES OF DEDUCTIONS

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The type of deductions you may be able to take is dependent upon your life situations. It's likely you won't need all or any of the documents listed below for your taxes.

Home Ownership

_____ Forms 1098 or other mortgage interest statements

_____ Real estate and personal property tax records

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

_____ All other 1098 series forms

Charitable Donations

_____ Cash amounts donated to houses of worship, schools, and other charitable organizations

_____ Records of non-cash charitable donations

_____ Amounts of miles driven for charitable or medical purposes

Medical Expenses

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

Health Insurance

_____ Form 1095-A (if you enrolled in an insurance plan through the Marketplace Exchange)

Childcare Expenses

- _____ Fees paid to an adult day care center to care for a disabled dependent
- _____ Amounts paid to a baby-sitter or childcare provider to care for your child under the age 13 while you work
- _____ Expenses paid through a dependent care flexible spending account at work

Educational Expenses

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

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

Retirement & Other Savings

- _____ Form 5498-SA showing HSA contributions
- _____ Form 5498 showing IRA contributions
- _____ Any 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

Check the [FEMA website](#) to see if your county has been declared a federal disaster area

Client Signature

Date