

TAX PREPARATION CHECKLIST

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

Check all that apply

Personal Information

- Your social security number or tax ID number, driver's license number, issue date, expiration date
- Your spouse's full name and social security number or tax ID number, driver's license number, issue date, expiration date
- Current mailing address, phone number, email addresses for you and spouse
- For Direct Deposit of Refund: Bank Routing and Checking/Savings Account Number
- Prior Year Tax **Adjusted Gross Income** amount (AGI). If not available, request from www.irs.gov as this is required to file your taxes electronically if you are a new client. Option is to mail taxes to Internal Revenue Service and Franchise Tax Board.

Dependent(s) Information

- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number, name, address) if applicable
- Income of other adults in your home
- 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

• Employed

- Forms W-2

Unemployed

- Unemployment, state tax refund (1099-G)

• Self-Employed

- Forms 1099, Schedules K-1, 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
- Office in home information, if applicable
- Record of estimated tax payments made (Form 1040-ES)

• 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 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 (1099-SSA, 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)

- **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
 - Trusts
 - Royalty Income 1099-Misc.
 - Any other 1099s received
 - Record of alimony paid/received with ex-spouse's name and SSN

Types of Deductions

- **Home Ownership**
 - Forms 1098 or other mortgage interest statements
 - Real estate and personal property tax records (e.g., car tags, etc.)
 - 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, 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, hospitals

- **Health Insurance**
 - Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
 - Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g., an employer, insurance company, or government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)

- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)
- **Childcare Expenses**
 - Fees paid to a licensed day care center or family day care for care of an infant or preschooler
 - Wages paid to a baby-sitter
 - Don't include expenses paid through a 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/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
- **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
 - Check FEMA site to see if county has been declared a federal disaster area