

TAX PREPARATION CHECKLIST



Personal Information

- ☐ Your social security number or tax ID number
- ☐ Your spouse's full name and social security number or tax ID number
- ☐ Amount of any alimony paid and ex-spouse's full name and social security number
- ☐ Your tax return for the previous year if you are new.

Information About Other People Who May Belong on Your Return

- ☐ Dates of birth and social security numbers or tax ID numbers
- ☐ Childcare records (including the provider's tax ID number and 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)

Education Payments

- ☐ 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

Employee Information

- ☐ Forms W-2

Self-Employment Information

- ❑ Forms 1099-MISC, 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

Business Use of Vehicle Information

- ❑ Log showing total miles driven for the year (or beginning/ending odometer readings), total business miles driven for the year (other than commuting), and the business purpose of the mileage
- ❑ Amount of parking and tolls paid
- ❑ If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

Rental Property Income

- ❑ Records of income and expenses
- ❑ Rental asset information (cost, date placed in service, etc.) for depreciation

Retirement Income and Contributions

- ❑ Pension/IRA/annuity income (1099-R)
- ❑ Social security/RRB income (1099-SSA, RRB-1099)
- ❑ Form 5498 showing IRA contributions
- ❑ Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)

Savings and Investments

- ❑ 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)

Other Income

- ❑ Unemployment, state tax refund (1099-G)
- ❑ Gambling income (W-2G or records showing income, as well as expense records)
- ❑ Amount of any alimony received
- ❑ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- ❑ Jury duty records
- ❑ Hobby income and expenses
- ❑ Prizes and awards
- ❑ Other 1099

Affordable Care Act

- ❑ 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 (i.e . an employer, insurance company, 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)

Other Deductions and Credits

- ☒ Receipts for classroom expenses (for educators in grades K-12)
- ☒ Form 5498-SA showing HSA contributions
- ☒ All other 5498 series forms (5498-QA, 5498-ESA)
- ☒ Record of moving expenses not reimbursed by employer
- ☒ Forms 1098 or other mortgage interest statements
- ☒ All other 1098 series forms
- ☒ Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- ☒ Real estate and personal property tax records
- ☒ Invoice showing amount of vehicle sales tax paid
- ☒ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☒ Records of non-cash charitable donations
- ☒ Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- ☒ Amounts of miles driven for charitable or medical purposes
- ☒ Expenses related to your investments
- ☒ Amount paid for preparation of last year's tax return
- ☒ Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- ☒ Job-hunting expenses
- ☒ Receipts for energy-saving home improvements
- ☒ Record of estimated tax payments made