  
**TAX PREP CHECKLIST**

## **Personal Information**

*All taxpayers will need the following to do their taxes:*

* Your social security number or tax ID number
* Your spouse’s full name, social security number or tax ID number, and date of birth
* 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

## **Dependent(s) Information**

* Dates of birth and social security numbers or tax ID numbers
* Childcare records (including the provider's tax ID number) if applicable
* Income of dependents and 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 (1099-G)

### **Self-Employed**

* Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or new 1099-NEC
* 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: [SSA-1099](https://www.hrblock.com/tax-center/income/retirement-income/social-security-tax/), 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 cryptocurrency (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](https://www.hrblock.com/tax-center/irs/forms/form-1099/) received
* Record of alimony paid/received with ex-spouse’s name and SSN
* State tax refund

## **Types of Deductions**

### **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, 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)

**Types of Deductions Continued...**

### **Childcare Expenses**

* Fees paid to a licensed day care center or family day care for care of an infant or preschooler
* Amounts paid to a baby-sitter or provider care of your child under 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 and 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
* 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 the [FEMA website](https://www.fema.gov/disaster/declarations) to see if your county has been declared a federal disaster area

*Reference: https://www.hrblock.com/tax-prep-checklist/what-do-i-need-to-file-taxes/*