

# Income Tax Documentation Checklist

## Filing Status and Dependent Info

- Lease Agreement/Rent Receipts
- Utility Bills
- Social Security Cards
- Birth Certificates
- Valid Driver's License or State ID
- Letter from School
- Letter from doctor

## Income Forms

- W2s
- Dividend Statements
- Bank Interest Statements
- 1099-R (Retirement/Pension)
- Unemployment Statements
- Social Security Statement
- Stock Sales
- K-1's
- W2-G (Gambling Winnings)
- 1099-A and 1099C (Cancellation of Debt)
- Alimony Paid/Received

## Deductions

- Mortgage Interest Statements
- Property Tax Statements
- Child Care Expenses
- Education Expenses (Form 1098-T)
- Cash Donations
- Non-Cash Donations
- IRA/Roth IRA contributions
- Health Savings Account Contributions
- Educator Expenses
- Moving Expenses (job-related)
- Medical Expenses
- Mileage (log book required for your records)
- Closing Statement (new purchase or sale)
- Job Seeking Expenses
- Student Loan Interest

## Self-Employment

- 1099-MISC and/or Record of Income Received
- Mileage (log book required for your records)
- Supplies
- Materials
- Insurance
- Wages/Commissions
- Travel/Entertainment/Meals
- New/Used Equipment Purchases
- Advertising Expenses
- Auto/Equipment repairs
- Fuel Expenses
- License Fees
- Repairs/Maintenance
- Utilities
- Contract Labor
- Rents
- Interest
- Office Expenses
- Equipment purchased
- Bank Statements

## Rental Property

- Rental Income Received
- Mortgage Interest Statements
- Property Tax Statements
- Insurance
- Repairs
- Supplies
- Utilities
- Advertising
- Legal Fees
- Maintenance/Cleaning
- Inspection
- Closing Statement (new purchase or sale)
- Improvements
- Inspection Fees
- Management Fees
- Landscaping
- Bank Statements
- Credit Card Statements
- Mileage Log

## Note:

For stock sales bring purchase and sales price if not included on statement provided by brokerage  
For Child Care Credit, bring Tax ID or Social Security number, name and address of provider  
For Cash Donations a written statement/cancelled check are required for your records  
All Expenses and Income must be substantiated with necessary documentation if audited