

TAX PREP CHECKLIST

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

PERSONAL INFORMATION

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number
- Taxpayer IRS Identity PIN if one assigned
- Spouse IRS Identity PIN if one assigned

DEPENDENT(S) INFORMATION

- Dates of birth and social security numbers or tax ID numbers
- Birth certificates and social security cards
- Proof of residency
- Other dependents who are eligible
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
- Childcare records (including the provider's tax ID number) if applicable
- Wages paid to a baby-sitter.
- Don't include expenses paid through a flexible spending account at work.

SOURCES OF INCOME

Employed

- Forms W-2

Unemployed

- Unemployment, state tax refund (1099-G)

Self-Employed

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

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 1040ES)

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 1040ES)

Other Income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Prizes and awards
- Trusts
- Royalty Income 1099 Misc.
- Any other 1099s received

TYPES OF DEDUCTIONS

Home Ownership (* Only if NOT taking the standard deduction)

- *Forms 1098 or other mortgage interest statements
- *Real estate and personal property tax records
- Receipts for energy-saving home improvements
- *All other 1098 series forms

Charitable Donations (* Only if NOT taking the standard deduction)

- *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 (* Only if NOT taking the standard deduction)

- *Amounts paid for healthcare insurance and to doctors, dentists, hospitals

Health Insurance – through Government Marketplace

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

Educational Expenses

- Forms 1098-T from educational institutions
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

Job Expenses

- Receipts for classroom expenses (for **educators** in grades K-12)

State & Local Taxes or Sales Tax (* Only if NOT taking the standard deduction)

- *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 your county has been declared a federal disaster area