

TAX PREP CHECKLIST

All the documents and forms you may need to file this year.

PERSONAL INFO

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number.

DEPENDENT(S) INFO

- Dates of birth and social security numbers or tax ID numbers
- Childcare records if applicable
- Income of other adults in your home
- Form 8832 that shows the custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

INCOME

Employed

- Forms W-2

Unemployed

- Unemployment, state tax refund (1099-G)

Self-Employed

- Forms 1099-MISC, Schedules K-1 (for partnerships), income records to verify amounts not reported on 1099s
- Records of all expenses - check registers or credit card statements and receipts
- Business-use asset info (cost, date placed in service, etc.) for depreciation (if applicable)
- Office in home info (if applicable)
- Record of estimated tax payments made (Form 1040ES)



Rental Income

- Records of income and expenses
- Rental asset info (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040ES) (if applicable)

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 not already reported on 1099-B
- HSA reimbursements (1099-SA)
- Record of estimated tax payments made (Form 1040ES)

Other Income & Losses

- Gambling income (W-2G or records showing income and expenses)
- 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

DEDUCTIONS

Home Ownership

- 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

- Cash amounts donated to houses of worship, schools, or other charitable organizations
- Records of non-cash charitable donations (e.g. Goodwill)
- 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

Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e. an employer, insurance company, government plans, etc.)

Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace

Childcare Expenses

Fees paid to a licensed day care center or family day care for an infant or preschooler

Wages paid to a babysitter

**Note: Do NOT include expenses paid through a flexible spending account at work

Educational Expenses

Forms 1098-T received from educational institutions for tuition paid

Receipts that itemize qualified educational expenses (e.g. books and supplies)

Records of any scholarships or fellowships you received

Form 1098-E received if you paid any interest on student loans

Employment Expenses & Tax Prep Fees

Employment related vehicle expenses (tolls, mileage, gas, maintenance, etc.)

Receipts for classroom expenses (for K-12 teachers)

Employment-related expenses (union dues, publications, tools, uniforms, etc.)

Job-hunting expenses

Record of moving expenses not reimbursed by your employer

Amount paid for tax prep last year

State & Local Taxes or Sales Tax

Amount of state/local income tax paid (outside of 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 poverty losses (appraisal, clean up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance info
- Check FEMA site to see if your county has been declared a federal disaster area

