



TAX PREPARATION GUIDE & CHECKLIST

Every person's individual tax situation is different. This checklist is meant to be used only as a GUIDE to help you prepare for your tax appointment or to file your own taxes. Below is a checklist of items and documents you will need to gather proof of.

PERSONAL & DEPENDENT INFORMATION

- Social security number or tax ID number for you and your spouse
- PIN, if one has been assigned by the IRS
- Bank account and routing numbers if refund is to be via direct deposit
- Foreign reporting & residency information, if applicable
- Social security numbers and dates of birth for each child
- Income proof of dependents, if applicable
- Form 8332 showing the child's custodial parent is releasing their right to claim, if applicable

SOURCES OF INCOME

Wages

- All W-2S, if employed
- Form 1099-G, if unemployed

Retirement Income

- Form 1099-R - Pension/IRA/annuity income
- Traditional IRA basis (*pre-taxed amts. you contributed*),
- SSA-1099, RRB-1099 - Social security/RRB income

Savings & Investments or Dividends

- 1099-INT, 1099-OID, 1099-DIV - Interest & dividend income
- Income from stock sales
- Records of your cost in regards to property sold
- Records of expenses related to your investments
- Cryptocurrency transactions

Self Employment

- Forms 1099, Schedules K-1, and additional records to verify amounts not on 1099
- Records of all expenses - bank statements, credit card statements and receipts
- Records of all home office expenses
- Business asset information for depreciation
- Records of all expenses associated with vehicle for business use OR total business miles

Rental Income

- Records of all income and expenses
- Rental asset information for depreciation (*cost, date serviced, etc.*)
- Record of estimated tax payments made (*Form 1040-ES*)

Other Income and Losses

- Form W-2G - Gambling income and losses
- Jury duty records
- Prizes and awards
- Trust income
- Royalty Income
- Record of alimony paid/received
- State tax refund

TAX YEAR: _____

DEDUCTIONS & CREDITS

Charitable Contributions

- Records of non-cash charitable donations
- Receipts or letters/statements from houses of worship, schools and other charitable organizations
- Record of miles driven for charitable purposes

Child Care Expenses

- Record/statement from a licensed day care center of fees paid for care of child
- Record/statement from a baby sitter or other provider for care of your child
- Record/statement showing expenses paid through a flexible spending account through your employment

Education Expenses

- Form 1098-T
- Receipts for educational expenses
- Records of all scholarships received
- Form 1098-E if you made any payments toward student loan interest
- Receipts for classroom expenses if you are a K-12 educator

Health Insurance

- Form 1095-A, if you are enrolled in an insurance program through the Marketplace

Home and Vehicle Ownership Expenses

- Forms 1098 and all other mortgage interest statements
- Receipts for all energy-saving improvements to home such as solar panels
- Records/receipts for vehicle sales and personal property taxes paid
- Real estate and personal property tax records
- Electric vehicle information

Medical Expenses

- Records of amounts paid for healthcare, insurance and to doctors
- Records of amounts paid for qualified insurance premiums

Retirement & Other Savings

- All 5498 forms

State & Local Taxes

- Amount of state and local income and/or sales taxes paid, other than what is withheld on your wages

NOTES
