



TAX PREP CHECKLIST

Personal Information

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

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 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, 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
 - ☐ 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

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
 - ☐ 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, hospitals
- Health Insurance
 - ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
 - ☐ Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
 - ☐ Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)
- Childcare Expenses
 - ☐ Fees paid to a licensed day care center or family day care for care of an infant or preschooler.



- ☐ Wages paid to a baby-sitter.
Don't include expenses paid through a 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

- Job Expenses & Tax Prep Fees
 - ☐ Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
 - ☐ Receipts for classroom expenses (for educators in grades K-12)
 - ☐ Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
 - ☐ Job-hunting expenses
 - ☐ Record of moving expenses not reimbursed by employer
 - ☐ Amount paid for preparation of last year's tax return

- State & Local Taxes or Sales Tax
 - ☐ 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 my county has been declared a federal disaster area