



## LIST OF ITEMS NEEDED FOR TAX PREPARATION

(Most common highlighted in yellow)

### Personal Information

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number
- Date of birth
- Address

### 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, 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 1040-ES)
- **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 1040-ES)
- **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 1040-ES)
- **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 (e.g., solar panels, solar water heater)
- [ ] All other 1098 series forms

○ If home was purchased during the prior year, please bring closing documents or one-page summary showing pre-paid interest, tax, PMI and points (if applicable)

- **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 (e.g., an employer, insurance company, or 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

- **K-12 Educator Expenses**

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

- **State & Local Taxes**

- [ ] 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

- **Property tax paid on vehicles or personal property to local municipality**

- **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 (if applicable)**

- [ ] 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