INDIVIDUAL TAX PREP CHECKLIST

PERSONAL INFORMATION:

- ☐ Taxpayer’s Social Security number
- ☐ Spouse Social Security number
- ☐ Copy of Driver’s License
- ☐ Bank routing and account numbers for Direct Deposit

DEPENDENT(S) INFORMATION:

- ☐ Dependent’s date of birth and social security number
- ☐ Dependent’s childcare records/before and after school care (if applicable)
- ☐ Dependent’s medical/school records
- ☐ Form 8332 showing child’s custodial parent is releasing their right to claim a child to you, the non-custodial parent (if applicable)

PRIOR YEAR’S TAX RETURN:

- ☐ **Last year’s Federal and State Tax Returns**
  - ☐ Minimum we need Form 1040 (Page 1 & 2) and all schedules such as A, B, C, D, and E.
- ☐ **AMT (Alternative Minimum Tax) – We will need last 4 years of tax return (sorry)**

INCOME SOURCE:

- ☐ **W-2 or Wage transcript from IRS**
- ☐ **Unemployment (1099-G)**
- ☐ **Self-employed:**
  - ☐ Forms 1099, Schedule K-1 from Partnerships, S Corps, Trusts, Estates
  - ☐ Records of all expenses (receipts or excel spreadsheet or credit card statements)
  - ☐ Work from home (space/total square footage)
  - ☐ Business use asset information (item name, cost, date placed in service, etc.) for depreciation
  - ☐ Business use asset (if vehicle) – Make, model, year, mileage records (business use)
  - ☐ Record of estimated payments made (if applicable) – Form 1040-ES
- ☐ **Rental Income:**
  - ☐ Records of income and expenses (receipts or excel spreadsheet or credit card statements)
  - ☐ Rental asset information (cost, date placed in service, etc.) for depreciation

- ☐ Rental mortgage and property tax statements
- ☐ Record of estimated payments made (if applicable) – Form 1040-ES

☐ **Retirement Income:**

- ☐ Pension, IRA, Annuity, Distributions (1099-R)
- ☐ Social Security, Railroad Retirement income (1099-SSA, RRB-1099)
- ☐ Traditional IRA basis (e.g. amounts you contributed to IRA that were already taxed)

☐ **Savings/Investments or Dividends:**

- ☐ Interest, dividend income (Forms 1099-INT, 1099-DIV, 1099-OID)
- ☐ Income from sale of stocks or other property (1099-B, 1099-S)
- ☐ Cost basis of stocks or other property you sold (Date of Purchase & price)
- ☐ Health Savings Account (HSA) and long-term care reimbursements (1099-SA or 1099-LTC)
- ☐ Transactions involving cryptocurrency (Virtual currentcy)
- ☐ Record of estimated payments made (if applicable) – Form 1040-ES

☐ **Other Income/Losses:**

- ☐ Gambling income (W-2G or other records)
- ☐ Jury Duty records
- ☐ Hobby income and expenses
- ☐ Trusts
- ☐ Royalty Income (1099-MISC)
- ☐ Any other 1099s received
- ☐ Alimony paid/received with ex-spouse's name and SSN (if applicable)

DEDUCTIONS:

☐ **Home owners:**

- ☐ Mortgage Statement (1098) or other mortgage statements
- ☐ Home Purchase/Refinance documents, HUD statements
- ☐ Real Estate and personal property taxes paid
- ☐ Receipts for energy-saving home improvements (e.g. solar panels, solar water heater, etc.)

☐ **Charitable contributions:**

- ☐ Charitable contributions (cash, check)
- ☐ Amounts of miles driven for charitable or medical purposes (if applicable)
- ☐ Non-cash contributions (receipts, appraisal records)

☐ **Medical expenses:**

- ☐ Medical expenses (expenses paid for healthcare insurance, doctors, dentist, hospitals)

- ☐ **<u>Health Insurance:</u>**
  - ☐ Health Insurance (1095-A if insured through Marketplace), 1095-C, 1095-B
- ☐ **<u>Childcare Expenses:</u>**
  - ☐ Childcare expenses (Do not include expenses paid through flexible spending account at work)
- ☐ **<u>Educational Expenses:</u>**
  - ☐ Forms 1098-T from educational institutions
  - ☐ Form 1098-E (Student loan interest)
  - ☐ Records of any scholarships or fellowships you received
- ☐ **<u>Retirement and other savings:</u>**
  - ☐ Form 5498-SA showing HSA contributions
  - ☐ Form 5498 showing IRA contributions
  - ☐ Other related 5498 forms (5498-QA, 5498-ESA)