

INCOME TAX CHECKLIST

NAME _____

Below is a checklist of the most common source documents to include with your tax paperwork:

PERSONAL INFORMATION:

- Social Security numbers and dates of birth for you, your spouse, and your dependents
- Copies of last year's tax return for you and your spouse (helpful, but not required)
- Bank account number and routing number, if depositing your refund directly into your account

INCOME INFORMATION:

- W-2 forms for you and your spouse
- 1099-C forms for cancellation of debt
- 1099-G forms for unemployment income or state and /or local tax refunds
- 1099-MISC/1099-NEC forms for you and your spouse (for any dependent contractor work)
- 1099-R, Form 8606 for payments/distribution from IRAs or other retirement plans
- 1099-S forms for income from the sale of property
- 1099-INT, 1099-DIV, or K-1s for investment or interest income
- SSA-1099 for Social Security benefits received
- Business income – profit/loss statement, balance sheet, capital equipment information
- Rental property income and expenses: profit/loss statement and balance sheet, capital equipment information
- Miscellaneous Income: Jury duty, gambling winnings, prizes/awards, medical savings account, scholarships, etc.

ADJUSTMENT TO INCOME:

- Form 1098-E for student loan interest paid
- Form 1098-T for post-high school tuition paid plus receipts for educational expenses
- Teacher expenses for classroom supplies (cancelled check or receipts)
- Records for IRA contributions made during the year
- Records for Keogh, SEP, SIMPLE, and other self-employed pension plans
- Receipts for qualifying energy-efficient home improvements (solar, windows, HVAC, etc.)
- Records of Medical Saving Account contribution of distributions
- Records of self-employed health insurance payments

DEDUCTIONS AND CREDITS:

- Forms 1098: Mortgage interest, points, Private Mortgage Insurance (PMI)
- Refinancing closing statement(s)
- Investment interest expenses and fees paid to brokers
- Charitable donations: Cash & cash equivalent receipts from official charity/organization
- Charitable donations: Non-cash fair-market value of donated property, receipt from date of donation
- Child/dependent care costs: Provider's name, address, phone number, amount paid, and tax ID#
- Records/amount of other miscellaneous expenses: union dues, uniforms, supplies, seminars, equipment, etc.

TAXES YOU PAID:

- State and local taxes
- Property/real estate taxes paid
- Fees paid to DMV for auto registration(s)
- Estimated (Quarterly) taxes paid
- Foreign assets, bank account information, property location, etc.