

Personal 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