

Tax Prep Checklist



Personal Information

- Driver's License or State ID
- Your social security number
- Your spouse's full name and social

Dependent(s) Information

- Dates of birth of each dependent
- Social security numbers of each dependent
- Childcare records (including the provider's tax ID number) if applicable.
- Income for each dependent, if applicable
- Other adults in your home

Sources of Income

Employed

- W2 Forms for each job for the tax year

Unemployed

- Unemployment, state tax refund (1099-G)

Self-Employed

- 1099 Forms, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all expenses-check registers of 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 (1099R)

- 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)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- 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/Foreign Accounts
- Royalty Income 1099-Misc
- Any other 1099 received
- Record of alimony paid/received with ex spouse's name and SSN

Types of Deductions

- Home Ownership
- Charitable Donations
- Medical Expenses
- Health Insurance
- Childcare Expenses
- Educational Expenses (1098-T and etc.)
- K-12 Educator Expenses
- Retirement & Other Savings
- Federally Declared Disaster