



DOCUMENTS FOR FILING TAXES

The documents you need to file your taxes is going to vary depending on your situation. Use the checklist below to help you organize the tax documents and forms you will need. Feel free to reach out to our office if you have any questions about what to bring.

PERSONAL INFORMATION

A tax identification number is a required item, all taxpayers will need the following to do their taxes

- ☐ Your social security number or ITIN number, and date of birth
- ☐ Your spouse's full name, social security number or ITIN number, and date of birth
- ☐ Your bank account information (routing and account numbers) to receive your refund by direct deposit or pay your balance due if you decide
- ☐ If this is your first time doing taxes with us, please bring your last year's tax return

DEPENDENT(S) INFORMATION

- ☐ Name, date of birth, social security numbers or ITIN numbers, and school or medical record for each dependant
- ☐ Childcare records – including the provider's tax ID number – if applicable
- ☐ Income of dependents and other adults in your home

SOURCES OF INCOME

Not all these forms apply, it will depend on your specific situation. Review the list below to see what type of document applies.

- ☐ Form W-2
- ☐ Unemployment 1099-G, if you received unemployment

Self-Employed

- ☐ Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or new 1099-NEC
- ☐ Records of all expenses – check registers or credit cards statements, and receipts. Bring your expenses totals per category
- ☐ Business-use asset information (cost, date place in service, etc) for depreciation
- ☐ Detail of your mileage, if applicable
- ☐ Record of estimated tax payments made (Form 1040-ES)
- ☐ If you received a Small Business Disaster loan, bring this information

Rental Income

- ☐ Record of income and expenses. Bring the total of the income and expenses total per category
- ☐ Information about the property – cost, date place in service, etc
- ☐ Record of tax payments and/or interest payments

Retirement Income

- ☐ Pension /IRA / annuity income – form 1099-R
- ☐ Social Security – form SSA-1099
- ☐ RRB income – form RRB-1099

Savings & Investments or Dividends

- ☐ Interest, dividend income – forms 1099-INT, 1099-OID, 1099-DIV
- ☐ Income from sales of stock or other property – form 1099-B, 1099-S. Along with dates of acquisition and records of your cost or other basis of the property you sold
- ☐ Health Savings Account and long-term care reimbursements – form 1099-SA or 1099-LTC
- ☐ Transactions regarding crypto currency (virtual currency such as bitcoin)
- ☐ Expenses related to your investment
- ☐ Record of estimated tax payments made (Form 1040-ES)

Other Income & Losses

- ☐ Gambling income W2G
- ☐ Jury duty
- ☐ Royalty Income 1099-MISC
- ☐ Record of alimony paid / received with ex-spouse's name and SSN
- ☐ State tax refund
- ☐ Hobby income and expenses
- ☐ Trust income
- ☐ Any other 1099s received, prizes and awards
- ☐ Trust income
- ☐ Any other 1099s received, prizes and awards

TYPES OF DEDUCTIONS

The types of deductions you may take will depend on your specific situation. Review the list below and see what type of document applies

Home Ownership

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements, for example – solar panels, solar water heater
- ☐ All other 1098 series forms

State and Local Taxes – if you itemize deductions

- ☐ Amount of state and local income or sales tax paid – not included in your withholding.
- ☐ Vehicle registration showing amount of personal property tax on vehicle. Receipt showing amount of vehicle sales tax paid

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, other qualified organization
- ☐ Non-cash charitable donations

Health Insurance

- ☐ Form 1095-A if you are enrolled in an insurance plan through the Marketplace

Medical Expenses – if you itemize deductions

- ☐ Amounts paid for healthcare, insurance, and to doctors, dentist, and hospitals

Childcare Expenses

- ☐ Fees paid to a licensed day care centre or family day care for care of infant, pre-schoolers, or child under age 13

Educational Expenses

- ☐ Form 1098-E if you have student loans
- ☐ Forms 1098-T from educational institutions
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarship or fellowship you received

K-12 Educator Expenses

- ☐ If you are an educator in grades K-12, receipts for classroom expenses

Retirement & Other Savings

- ☐ Form 5498-SA showing HAS contributions
- ☐ Forms 5498 showing IRA contributions or any other 5498 form

Federally Declared Disaster

- ☐ City / county you lived or worked and had property in
- ☐ Records that support property losses
- ☐ Records of repaid costs or rebuilding
- ☐ Insurance reimbursements / claims to be paid
- ☐ FEMA assistance information