

# TAX PREP CHECKLIST

Tax Year:

Tax laws & requirements change, consult federal/state/local tax websites or a tax professional for up-to-date information relevant to your situation before filing.

## Tax Preparer Payment

- Credit/Debit Card - Check - Cash

## You, Spouse, Dependents on your Tax Return

- SSNs or ITINs
- Birth dates
- Driver's licenses
- Bank account/routing #s
- Identity Protection PIN #s
- Form 1040-ES Estimated tax payment records
- Full legal names

## Income Forms / Records

- All Forms with: W-2, 1099, Schedule K-1
- Alimony paid/received & Ex-spouse's name & SSN

## Income / Expenses if NOT Reported on W-2 or 1099

- Jury duty
- Gambling
- Medicaid waiver payments
- Hobbies
- Prizes / Awards Amounts
- Trust

## Self-Employed / Independent Contractor

- Business income/expense records
- In home office information

## Rental Real Estate Owner

- Rental Income/Expense records

## Dependents

- Childcare cost records with provider ID #, name, address
- Form 8332 (if applicable)

## Charitable Donations

- Cash amounts records
- Non-cash donation records
- Miles driven for charitable purposes

## Property

- All Forms with 1098 / mortgage interest
- Real estate/personal property tax records
- Property lost/damaged records due to theft or natural disasters
- Home energy improvement records

## Healthcare

- All Forms with 1095
- HSA Form 1099-SA
- Receipts for medical expenses
- Unreimbursed medical expenses records
- Qualified insurance premiums amounts

## Education

- All Forms with 1098
- Receipts/records for tuition & other qualified educational expenses
- Scholarships/fellowships received records
- K-12 educator classroom expenses receipts

## Investments/Retirement Plans

- Purchase dates/total investment for sold stocks
- IRA contribution records
- IRA distribution records
- Other retirement plan distribution records
- 529 Plan / Education savings account distribution records
- Cryptocurrency/digital assets transaction records

## Other

- Purchased/sold real estate closing statements
- Business / Rental use asset information
- State and local taxes paid (non-wage withholding)
- State tax refund information
- Prior year's tax return
- Tax notices/correspondence from federal/state/local tax agencies

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