

Tax Season Document Checklist



Basic Documents

- _ Social Security numbers or tax ID numbers for you and your dependents
- _ Date of birth for you and your dependents
- _ Photo ID for you and your spouse
- _ Voided check or routing and account number for where you want your refund to go to
- _ All 1099s

Income

- _ SSA-1099, Social Security
- _ 1099-MISC forms for you and your spouse (for any independent contractor work)
- _ 1099R, Pension, IRA, annuity income
- _ 1099G, Unemployment
- _ W2 from every one of your employers, you and your dependents

Self-Employed

- _ Records of all expenses, receipts, credit card statements
- _ Square footage of home vs square footage of home office
- _ Business-use asset information for depreciation
- _ Record of quarterly taxes paid
- _ Record of taxes paid previous year

Rental Income/Real Estate

- _ Record of income and expenses (receipts, credit card statements, checks cashed)
- _ Rental Asset information for depreciation
- _ Real estate and personal property tax records
- _ Receipts for energy-saving home improvements
- _ Form 1040-ES, Record of estimated tax payments

Investments

- _ Proof of expenses related to your investments
- _ 1099B and 1099S, Income from sales of stocks or other investments
- _ 1099-INT, 1099-OID, 1099-DIV, Interest, dividend income

Savings

- _ 1099-SA or 1099 LTC, Health Savings Account and long-term care reimbursements
- _ 5498-SA and all other 5498s, HSA and IRA contributions
- _ Records of Medical Savings Account (MSA) contributions

Education

- _ 1098, Mortgage interest statements
- _ 1098-E, Student Loan Interest Statement
- _ 1098-T, Tuition Statements
- _ Receipts for educational expenses for educators

Child/Children

- _ Childcare records to include the provider's tax ID number
- _ Form 8332 if you are a noncustodial parent claiming a child

Miscellaneous

- _ Proof of all charitable contributions
- _ FEMA related paperwork
- _ W-2G, Gambling income
- _ Trust income
- _ Record of alimony paid or received
- _ State Tax Refund