



Use the following comprehensive checklist as a basic guide to help you collect the documents needed to prepare your tax return. Depending on your situation, some items may not apply to you. Likewise, you may need other documents or information. Your tax professional can help with this!

Personal Information

This information tells the IRS exactly who's filing, who's covered in your tax return, and where to deposit your tax refund.

- Valid, unexpired identification (driver's license, passport, or any other approved ID with photo issued by the government)
- Social Security cards (or ITIN document) for you and your spouse
- Identity protection PIN (IPPIN), if one has been issued to you and your spouse by the IRS
- Routing and account number to receive your refund by direct deposit or pay your balance due if you choose
- Foreign residency information - if applicable

Dependent(s) Information

- Social security cards (or tax ID numbers)
- Birth certificates
- Identity protection PIN (IPPIN), if one has been issued to your dependent by the IRS
- Childcare records (including the provider's tax ID number) if applicable
- Income of dependents and 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

As applicable, for you and your spouse

Employed

- Forms W-2
- Tips received but not reported on W-2 forms

Unemployed

- Unemployment (1099-G)

Self-Employed

- Any Forms 1099s, Schedules K-1, other income records (i.e. 1099-MISC, 1099-NEC, 1099-K)
- K-1 forms from S-corporations, partnerships, LLCs, trusts, and estates
- Records of all expenses for the production of income like:
 - Advertising, Car & Truck (include business mileage, commuting mileage, and total mileage driven in 2023 per vehicle),
 - Commissions & Fees, Contract Labor, Insurance (other than health),
 - Mortgage Interest,
 - Legal & Professional services,
 - Office Expense,
- Pension & Profit Sharing Plans,
 - Rent or Lease of vehicles, machinery, and equipment,
 - Repairs & Maintenance,
 - Supplies,
 - Taxes & Licenses,
 - Utilities
 - Wages Paid.
- Farming and any other business income Profit & Loss or Trial Balance
- Business-use equipment/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 (Profit & Loss Statement, Trial Balance or End of Year Summary)
- Rental asset information (closing document, cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040-ES)
- Prior year installment sale information-Forms 6252, principal and interest collected during the year, SSN and address for payer

Retirement Income

- Pension/IRA/401(k)/annuity income (1099-R)
- Social security/RRB income (SSA-1099, RRB-1099)

Savings & Investments or Dividends

- Interest, dividend, royalty, sales of stock/property income (1099-INT, 1099-OID, 1099-DIV, 1099-B, 1099-S, K-1)
- 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 1040-ES)
- Transactions involving cryptocurrency (virtual currency)

Other Income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty pay records
- Hobby income and expenses
- Prizes and awards
- Any other 1099s received
- Trust Income
- Distributions from Educational Savings Accounts and 529 plans
- Record of alimony paid/received with ex-spouse's name and SSN. Include date of original divorce or separation agreement
- State tax refund and any other credits, offset of state and local income taxes
- Income earned while incarcerated
- Income from ABLE account
- Scholarship and grants not reported on W2
- Stock options
- Income from renting personal property
- Alaska Permanent Fund dividends

Other Forms You May Have Received

- Cancellation of debts (1099-C and 1099-A forms)
- Escrow closing statements, 1099-S forms, and cost-basis information for income from sale of property

Deductions, Credits, and Other Adjustments

The types of deductions you might be eligible for depend on your overall situation.

Home & Vehicle Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Escrow closing statement from mortgage refinancing
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- Electric vehicle information

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 / Health Insurance

- Amounts paid out-of-pocket for healthcare, insurance, and to doctors, dentists, and hospitals
- Amounts paid for qualified insurance premiums if paid outside of the Marketplace or an employer provided plan
- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-C if your employer provides you with health insurance
- Self-employed health insurance payment records
- Records of Medical savings Account (MSA) and Health Savings Account (HSA) contribution
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Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- Amounts paid to a baby-sitter or provider care of your child under age 13 while you work
- Expenses paid through a dependent care 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

Educator Expenses

- Receipts for unreimbursed classroom supplies and other teacher expenses

State & Local Taxes

- Amount of state and local income or sales tax paid (other than wage withholding)
- Invoice showing amount of vehicle sales tax paid and / or personal property tax on vehicles

Retirement & Other Savings

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (i.e. 5498-QA, 5498-ESA)
- Records of any other retirement account contributions and rollovers made during the year
- Keogh, SEP, SIMPLE, and other self-employed pension plan contributions

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 the FEMA website to confirm if your county has been declared a federal disaster area

Other Situations

- Records of unreimbursed moving expenses (for military and possibly for state tax deductions)
- Records/amounts of miscellaneous tax deductions: union dues; unreimbursed employee expenses including uniforms, supplies, seminars, continuing education, publications, travel, business use of home (might be applicable for state tax deduction)
- Investment interest expenses

The purpose of this checklist is to be used as a basic guide for general educational purposes ONLY. It is NOT to be viewed as personalized tax, investment, legal or other business and professional advice. Your tax professional may or may not require additional documents depending on your particular situation.