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TAX DOCUMENT CHECKLIST

Personal and family return

TAXPAYER(S)	TAX YEAR	FILING STATUS	PREPARER / SOFTWARE	TARGET FILING DATE

PERSONAL INFORMATION

- ❑ Last year's federal and state returns
- ❑ SSNs or ITINs for everyone on the return
- ❑ Dates of birth; dependents' relationship and months lived with you
- ❑ Bank account and routing for direct deposit
- ❑ IRS Identity Protection PIN (if issued)
- ❑ Estimated tax payments made (dates, amounts)

DEDUCTIONS

- ❑ 1098 mortgage interest; points; PMI
- ❑ Property tax bills paid
- ❑ State and local income or sales tax paid
- ❑ Charitable receipts (cash) and acknowledgments ($250+)
- ❑ Non-cash donation records (Form 8283 over $500)
- ❑ Medical and dental expenses, insurance premiums, mileage
- ❑ Student loan interest (1098-E)
- ❑ IRA / HSA contributions (5498, 5498-SA)
- ❑ Educator expenses (teachers)
- ❑ Casualty / disaster losses (federally declared)

INCOME

- ❑ W-2 from each employer
- ❑ 1099-NEC / 1099-K / 1099-MISC (side income)
- ❑ 1099-INT, 1099-DIV, 1099-B and brokerage year-end statement
- ❑ 1099-R (pensions, IRA, 401k distributions)
- ❑ SSA-1099 (Social Security)
- ❑ 1099-G (unemployment, state refund)
- ❑ K-1s (partnerships, S corps, trusts)
- ❑ Rental income and expense summary
- ❑ Alimony received (pre-2019 agreements)
- ❑ Gambling winnings (W-2G) and losses
- ❑ Crypto transactions summary
- ❑ Jury duty, prizes, other income

CREDITS

- ❑ Childcare provider name, address, EIN/SSN, amount paid
- ❑ Tuition statements (1098-T) and education expenses
- ❑ Adoption expenses
- ❑ Energy-efficient home improvement receipts and certifications
- ❑ Clean vehicle purchase documents (time-of-sale report)
- ❑ Health insurance: 1095-A (marketplace), 1095-B/C
- ❑ Dependent care FSA statement
- ❑ Foreign taxes paid (1099-DIV box 7)

Documents stored at _____

Still waiting for _____

Life changes this year (marriage, birth, move, job) _____

QUESTIONS FOR THE PREPARER

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