

GENERAL TAX DOCUMENT CHECKLIST

SUMMARY



PERSONAL AND DEPENDENT INFORMATION

Names, social security numbers, dates of birth

Prior year tax filings



INCOME AND EXPENSES

All W-2's

1099's



TAX CREDITS

Child Tax Credit

Childcare costs – provider's name, address, tax ID, and amount paid



TAX DEDUCTIONS

Mortgage interest/Real estate taxes

Charitable contributions

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PERSONAL AND DEPENDENT INFORMATION

Names, social security numbers, dates of birth for you, your spouse, and all dependents

Routing and account number of bank account to receive refund or pay balance

Form 8832, if applicable, showing custodial parent is releasing right to claim child to you, the noncustodial parent

Prior year tax filings



INCOME AND EXPENSES

All W-2s

IRA distributions/contributions

Social security benefits income

Self-employment income/expenses

Interest or dividend income – 1099 INT/DIV

Farm income/expenses

Independent contractor income – 1099
NEC/MISC

Foreign income/expenses

Payments received through a 3rd party
payment platform like Venmo - 1099 K

Jury duty pay

Sales of stock or other property along with
dates of acquisition and sale and your cost–
1099 B, 1099 S, 1099-OID

Gambling, lottery, prizes, awards

Pension/IRA/annuity income – 1099 R

Royalties

Unemployment income – 1099 G

Tips

Other 1099s

Investment income/expenses

Hobby income

HSA, FSA or similar withdrawals/
contributions

State tax refund

Records of estimated tax payments

K-1s from partnerships or S Corps

Transactions involving cryptocurrency/
virtual currency

Alimony received/paid for divorces finalized
before 2019

Scholarships or grants

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TAX CREDITS

Childcare costs – provider’s name, address, tax ID, and amount paid

Child tax credit

Education expenses - 1098-T tax refund



TAX DEDUCTIONS

Expenses paid through a dependent care flexible spending account from work

Medical miles/transportation

Mortgage Interest – form 1098

Education expenses - 1098-T tax refund

Real estate/property tax records

Student loan interest paid – 1098-E

Record of points paid at closing, if loan is secured by your primary residence

Educator expenses (receipts required)

Records of cash and non-cash charitable contributions to a non-profit, church, college

Amounts of state and local income tax paid (other than wage withholding)

Volunteer expenses (out of pocket) or volunteer miles driven

Sales/personal property tax paid on vehicle

Medical/dental/long-term care insurance paid out of pocket

Military moving expenses

Form 1095-A – if enrolled in an insurance plan through the Marketplace


Tools, equipment, uniforms for work (as long as they are mandatory, and uniforms are deemed unsuitable for everyday wear)


Amounts paid for medical expenses not reimbursed including prescriptions, glasses/contacts, dental, medical, hearing aids, wheelchair, hospital, and ER services, etc.

Casualty and theft losses from a federally declared disaster area or on an income-producing property



Still have questions about filing your taxes?
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