

TAX PREPARATION CHECKLIST

Whether you see a tax professional or prepare your taxes on your own, we are here for you when you are ready to file.

Use the tax checklist below to find the documents and forms you'll need to get started

Personal Information

Your social security number or tax ID number (copy)

Your spouse's full name and social security number or tax ID number (copy)

Dependent Information

Dates of birth and social security numbers or tax ID numbers.

Childcare records

Income of other adults in your home

Sources of Income

Employed

Forms W-2

Unemployment

unemployment, state tax refund (1099 G)

Self-Employed

Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099's

Record of all expenses- check registers or credit card statements and receipts

Record of estimated tax payments made (Form 1040ES)

Retirement income

Pension/IRA/annuity income (1099-R)

Social security/RRB income (1099-SSA, RRB-1099)

Saving & Investments of Dividends

Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)

Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)

Income from sales of stock or other property (1099-B, 1099-S)

Record of estimated tax payments made (Form 1040ES)

Other Income & Losses

Gambling Income (W-2G)

Jury duty records

Hobby income and expenses

Prizes and awards

Trusts

Royalty Income 1099 Misc.

Record of alimony paid/received with Ex-spouse's name and SSN
Forms 1098 or other mortgage interest statements
Charitable Donations

Health Insurance

Amounts paid for healthcare insurance and to doctors, dentists, hospitals
Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
Form 1095-B and/or 1095-C if you had insurance coverage through any other source
(i.e . an employer, insurance company, government health plan such as Medicare,
Medicaid, CHIP, TRICARE, VA, etc.)

Childcare Expenses

Fees paid to a licensed day care center or family day care for care of an infant or preschooler
Wages paid to a baby-sitter

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