



TAX DOCUMENT CHECKLIST

Use the checklist below to find the tax documents and forms you will need to get started to file your taxes.

What you need to file your taxes varies depending on your situation. You will not need every document listed, only what pertains to you.

PERSONAL INFORMATION

All taxpayers will need the following information to do their taxes:

- Your social security number or tax ID number
- Your Spouse's full name, social security number or tax ID number, and date of birth
- Identity Protection PIN, (ONLY IF) one has been issued to you, your Spouse, or dependent by the IRS
- Routing and Account numbers to receive your refund by direct deposit or pay your balance due if you choose

DEPENDENT INFORMATION

Parents and caregivers should gather this information and review what they need to file their taxes:

- Dates of birth and social security numbers or tax ID numbers of each dependent
- Childcare records (name, address, social security, or tax ID number of provider) (IF APPLICABLE)
- School letter, Doctor's note, Lease, or benefits letter showing that dependents lived with you

SOURCES OF INCOME

Many of these forms will not be needed to file your taxes every year. Only use the ones that pertain to your current situation.

Employed

- Forms W-2 for each employer, ONLY IF you worked for more than one employer

Unemployed

- Unemployment (1099-G)

Self-Employed

- Forms 1099-Misc or 1099-NEC, Schedules K-1, Income Records (how you record your earnings)
- Records of all expenses – check registers, credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation, i.e., car or truck
- Office in home information, (IF APPLICABLE)
- Record of estimated tax payments made (Form 1040-ES)

Retirement Income

- Pension / IRA / Annuity Income (1099-R)
- Traditional IRA basis (i.e., amounts you contributed to the IRA that was already taxed)
- Social Security / RRB income (SSA-1099, RRB-1099)

Savings & Investments or Dividends

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of STOCK or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- Health Savings Account HAS 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 (i.e., BITCOIN)

Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040-ES)

Other Income & Losses

- Gambling Income (W-2G or records showing income and expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trust income
- Royalty income (1099-MISC)
- Any other 1099's received
- Record of alimony paid/received with Ex-Spouse's name and SSN
- State tax refund

TYPES OF DEDUCTIONS

The type of deductions you can take depends on your current life situation. Likely, you will not need all of the documents listed below for your taxes.

Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements (i.e., solar panels, solar water heater)
- All other 1098 series forms

Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations (i.e., car donation, furniture)
- Amounts of miles driven for charitable or medical purposes
- Amounts paid for healthcare, insurance, and to doctors, dentists, X-Rays, and hospitals

Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

Childcare Expenses

- Fees paid to a licensed daycare provider or family daycare for the 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 FSA at work

Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships received (even for dependents)
- Form 1098-E if you paid student loan interest

K-12 Educator Expense

- Receipts for classroom expenses (for educators in grades K-12)

State & Local Taxes

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

Retirement & Other Savings

- Form 5498-SA showing HAS contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

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 see if your county has been declared a Federal Disaster Area
www.fema.gov/locations