# TAX PREPARATION CHECKLIST:

# WHAT DO I NEED TO BRING TO FILE MY TAXES?

Get ready for tax time! To make sure you have everything you need, we've made a list of forms you might need based on your specific situation. Bring these forms with you to your tax appointment or have them ready when you file your taxes on your own.

## Household Information

### Personal Information

When filing taxes, it is essential to make sure that you have all the required information in order, this includes:

- ☐ Your social security number or tax ID number and date of birth
- ☐ Your spouse's full name, social security/tax ID and date of birth
- ☐ Drivers licensees of taxpayers on the return
- ☐ An Identity Protection PIN (if one has been issued by the IRS)
- ☐ Routing/account numbers for direct deposit refunds or balance-due payments.
- ☐ 1095-A form (marketplace healthcare statement)

### Dependent(s) Information

As parents and caregivers are preparing to file their taxes, they should make sure that they have collected the following information:

- ☐ Dates of birth and social security numbers or tax ID numbers for all dependents
- ☐ Childcare records (together with the provider's tax ID number) if applicable
- ☐ Incomes of both dependent children as well as other adults in your home
- ☐ Form 8332 shows that one parent has released his/her right to claim a child exemption to you, a noncustodial parent (if needed).
- ☐ 1095-A form (marketplace healthcare statement) if the child is covered

# Income Documents

## Earned Income

Income that you worked for is considered earned, whether that be from an employer or if you are self-employed, running a side hustle, or are considered a small business owner.

- [ ] W-2
- [ ] 1099-MISC
- [ ] 1099-NEC
- [ ] Self-Employment
- [ ] Schedules K-1
- [ ] Income records to verify amounts not reported on 1099-MISC or 1099-NEC for example bank statements or transaction logs for compensation by cash or check
- [ ] Hobby income and expenses

## Unearned Income

Income that you gained passively typically these are thing like investments, retirement distributions, or benefits.

- [ ] 1099-G
- [ ] Unemployment benefits (1099-G)
- [ ] Child Support
- [ ] 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
- [ ] Disability Income

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## Business Expenses

### What To Bring

Small business owners, the self-employed, and people running a side hustle are able to deduct expenses against that income.

- ☐ Records of all expenses
- ☐ Business-use asset information (cost, date placed in service, etc.) for depreciation
- ☐ Home office information, if applicable
- ☐ Record of estimated tax payments made (Form 1040-ES)

## Other Types of Deductions

### Home/Car Owner Information

- ☐ Forms 1098 or equivalent mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements (e.g., central air, water heaters, windows, doors, electrical panelboards, furnance)
- ☐ Receipts for electric vehicle purchases (e.g., new vehicle, used vehicle, home charging station, charging equipment)
- ☐ All other 1098 series forms

### Charitable Contributions

- ☐ Monetary donations are given to religious institutions, educational establishments, and other beneficent entities.
- ☐ Records of non-cash charitable donations
- ☐ Log of miles driven for charitable or medical purposes

### Medical Expenses

- ☐ Unreimbursed amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals
- ☐ Amounts paid for qualified insurance premiums if paid outside of an employer-provided plan

# Income Documents

## Savings & Investments or Dividends

- ☐ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- ☐ Revenue from sales of stock or other property (1099-B, 1099-S)
- ☐ Dates of acquisition and records of your cost or another basis in property you sold (if the basis is not reported on 1099-B)
- ☐ Transactions involving cryptocurrency (Virtual currency)

## 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

- ☐ Payment Card and Third-Party Network Transactions – 1099-K
- ☐ Gambling income (W-2G or records showing income, as well as expense records)
- ☐ Jury duty records
- ☐ Prizes and awards
- ☐ Trust income
- ☐ Royalty Income 1099–MISC
- ☐ Any other 1099s received
- ☐ Record of alimony paid/received with ex-spouse's name and SSN
- ☐ State tax refund