

## TAX PREPARATION- Checklist

Here's a summary of what you'll need, whether you see a tax professional or prepare your own taxes.

### **Personal Information**

- Your social security number or tax ID number.
- Your spouse's full name and social security number or tax ID number.
- Amount of any alimony paid and ex-spouse's full name and social security number.
- Your tax returns for the previous year. Your Tax Professional can check them for accuracy.

### **Information about Other People Who May Belong on Your Return**

- Dates of birth and social security numbers or tax ID numbers.
- Childcare records (including the provider's tax ID number) if applicable.
- Income of other adults in your home.
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable).

### **Education Payments**

- 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.

### **Employee Information**

- Forms W-2.

### **Self-Employment Information**

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s.
- Records of all expenses — check registers or credit card statements, and receipts.
- Business-use asset information (cost, date placed in service, etc.) for depreciation.
- Office in home information, if applicable.

### **Business Use of Vehicle Information**

- Log showing total miles driven for the year (or beginning/ending odometer readings), total business miles driven for the year (other than commuting), and the business purpose of the mileage.
- Amount of parking and tolls paid.
- If you rather claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

### **Rental Property Income**

- Records of income and expenses.
- Rental asset information (cost, date placed in service, etc.) for depreciation.

### **Retirement Income**

- Pension/IRA/annuity income (1099-R).
- Social security/RRB income (1099-SSA, RRB-1099).

### **Savings and Investments**

- 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).

### **Other Income**

- Unemployment, state tax refund (1099-G).
- Gambling income (W-2G or records showing income, as well as expense records).
- Amount of any alimony received.
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC).
- Jury duty records.

## **Other Income- Continued**

- Hobby income and expenses.
- Prizes and awards.
- Other 1099.

## **Affordable Care Act**

- Form 1095-A if you enrolled in an insured plan through the Marketplace (Exchange).
- Marketplace exemption certificate if you applied for and received an exemption from the Marketplace (Exchange)

## **Other Deductions and Credits**

- Receipts for classroom expenses (for educators in grades K-12).
- Form 5498-SA showing HSA contributions.
- Record of moving expenses not reimbursed by employer.
- Forms 1098 or other mortgage interest statements.
- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid.
- Real estate and personal property tax records. (COPIES OF VEHICLE REGISTRATIONS)
- Invoice showing amount of vehicle sales tax paid.
- Cash amounts donated to houses of worship, schools, or other charitable organizations.
- Records of non-cash charitable donations.
- Amounts paid for healthcare insurance and to doctors, dentists, and hospitals.
- Amounts of miles driven for charitable or medical purposes.
- Expenses related to your investments.
- Amount paid for preparation of last year's tax return.
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel).
- Job-hunting expenses.
- Receipts for energy-saving home improvements.
- Record of estimated tax payments made.

## **IRA Information**

- Form 5498 showing IRA contributions.
- Traditional IRA basis.

## **If you were affected by a 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 FEMA site to see if my county has been declared a federal disaster area.