

Tax Preparation Checklist

Personal Data

- Social Security Numbers & DOB (including spouse and children)
- Child care provider tax I.D. / SSN and address

Employment & Income Data

- W-2 forms for this year
- Tax refunds and unemployment compensation: Form 1099-G
- Miscellaneous income including rent: Form 1099-MISC
- Partnership, trust, and S-Corporation income: Form K-1
- Pensions, annuities, retirement or profit sharing plans, IRAs, etc.: Form 1099-R
- Alimony received (including payer's SSN) if divorce finalized prior to 1/1/2019
- Jury duty pay
- Gambling and lottery winnings: Form W-2G
- Prizes and awards
- Scholarships and fellowships
- Social Security income: Form SSA-1099
- Transfer of stock options exercised: Form 3922
- Amount of CARES Act payment received (1st stimulus paid April/May 2020: \$1,200 per adult, \$500 per child)
- Amount of CAA payment received (2nd stimulus paid January 2021: \$600 per adult & child)

What To Bring For Your Tax Appointment

Health Insurance Information

- All 1095-A Forms from marketplace providers (if you purchased insurance through a Marketplace)
- Records of credits and/or advance payments received from the Premium Tax Credit (if claiming)

Homeowner/Renter Data

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Sale of your home or other real estate: Form 1099-S Second mortgage interest paid
- Real estate taxes paid
- Rent paid during tax year
- Settlement statement for any real estate purchased or sold during the year

Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R
- Capital gains or losses

Financial Liabilities

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid: Form 1098-E
- Early withdrawal penalties on CDs and other fixed time deposits

Automobiles

- Personal property tax information
- Department of Motor Vehicles fees (only if including sales or property tax)
- Sales tax on purchase

What To Bring For Your Tax Appointment

Expenses

- Gifts to charity (receipts for any single donations of \$250 or more, and non-cash donations of \$500 or more)
- Unreimbursed expenses and mileage related to volunteer work
- Education expenses (tuition and fees)
- Child care expenses
- Medical Savings Accounts and Health Savings accounts: Form 1099-SA
- Adoption expenses
- Alimony paid (including payee's SSN) if divorce finalized prior to 1/1/2019

Self-Employment Data

- Estimated tax vouchers for the current year
- Self-employment income
- Self-employment SEP plans, Simple IRA
- Self-employed health insurance (do not include COBRA) K-1s on all partnerships
- Receipts or documentation for business-related expenses Farm income and expenses
- Rent income and expenses
- Number of days you were unable to work due to COVID-19 or due to symptoms of COVID-19, including time while waiting for test results (do not include days reimbursed by an employer)
- Number of days you were unable to work due to caring for a family member who was quarantined due to COVID-19 or caring for a child due to the closure of a childcare facility / school

Deduction Documents

- State and local income taxes
- IRA, Keogh and other retirement plan contributions
- Medical expenses
- Casualty or theft losses
- Other miscellaneous deductions
- Educator expenses

Credits

- Energy improvements
- Education expenses (tuition and fees): Form 1098-T
- Adoption expenses