

TAX PREP CHECKLIST



Tax filing can be simple, as long as you have the right documents and know what to deduct. This checklist covers the key documents and information to gather.

Personal Information and Income

For You, Your Spouse, and Your Dependents

- ☐ full legal name
- ☐ date of birth
- ☐ social security number
- ☐ driver's license

Personal Income Statements

- ☐ W-2
- ☐ 1099 forms if self-employed

Unemployment Income or State and Local Tax Refunds

- ☐ Form 1099-G

Investment or Interest Income

- ☐ 1099-INT
- ☐ 1099-DIV
- ☐ 1099-B
- ☐ Schedule K-1

Home of Property Sale

- ☐ Form 1099-S

Social Security

- ☐ SSA-1099

Trust and Estate Beneficiary Earnings

- ☐ Form 1041
- ☐ Schedule K-1

HSA and Long-Term Care Reimbursements

- ☐ 1099-LTC (distribution tax document)



Common Deductions

Standard deductions have gone up again this year - \$14,600 for single filers and married people filing separately, \$21,900 for heads of household, and \$29,200 for joint filers and surviving spouses. If your itemized expenses exceed these amounts, then you should consider itemizing. Below are the most common deductions and the documentation you will need.

Education Expenses

- ☐ tuition statements
- ☐ itemized receipts of qualified education expenses (Form 1098-T)
- ☐ student loan interest statements (Form 1098-E)

Homeowner Expenses

- ☐ mortgage interest statements (Form 1098)
- ☐ property tax payment receipts
- ☐ energy efficient upgrade receipts (Form 5695)

Charitable Contributions

- ☐ detailed list of donations
- ☐ receipts for contributions
- ☐ Form 1098-C for vehicle donations (or a letter confirming donations)

Self-Employment Expenses

- ☐ records of business/home office expenses
- ☐ assets
- ☐ pension plan contributions
- ☐ health insurance payments
- ☐ estimated tax payment receipts (state and federal)

Child and Dependent Care Expenses

- ☐ provider's name
- ☐ provider's address
- ☐ provider's tax ID or Social Security number

Health Care Expenses

- ☐ any 1095 forms (for health care coverage)
- ☐ records of medical costs
- ☐ records of dental costs

Job-Related Educational Expenses

- ☐ records of expenses

IRA Contributions

- ☐ form 5498-SA