

Year-end 1040 Checklist

The following checklist will help you collect the documents you'll need to file your tax return.

- **3 years' tax returns** (*new client*). Maybe we can amend and save money.
- **Social Security numbers and dates of birth** are needed for all taxpayers, spouses and dependents.
- **W-2 Forms.**
- **Your last paycheck stub of the year** is full of important information.
- **1099 Forms for interest, dividends, retirement, Social Security, debt cancellation-** need to be entered correctly to comply with the IRS matching program. Also bring 1099-Ks for income paid by credit card or internet.
- **Unemployment forms** – they went paperless so you will have to go online to retrieve them
- **Property tax statements** contain important information. They list the tax (deductible) and special assessments (not deductible).
- **Forms 1098 for mortgage interest** need to be entered as printed. The IRS cross checks.
- **Year-end statements from financial accounts** showing transaction details for the year.
- **Assets held outside the USA.** Bring statements showing account/asset values, interest, dividends, income, and transaction details for the year.
- **Purchase and sale information**, including dates, relating to anything sold during the year. (includes sales in virtual currency such as Bitcoin).
- **Child care provider information** (name, address, SS#, amount paid) is needed for the child care credit (even if you are reimbursed at work).
- **Names, addresses, and Social Security numbers** from whom you received interest, or to whom you paid interest.
- **Bankruptcy or divorce papers** (if applicable)
- **If you paid an individual person \$600 or more for services rendered in connection with your business**, please provide their name, address, and Social Security number.
- **Records showing income and expense for any small business or rental property you own.**
- **If you have an investment in a Partnership, S Corporation, Estate or Trust** you will need to bring Form K-1.
- **Bring IRA year-end statements.**
- **Bring all other statements of income**, whether you think they are taxable or not.
- **Forms 1098-T** and amounts paid for post-secondary tuition are needed plus billing payment summary from the college.
- **Forms 1099-Q** for distributions from education savings accounts.
- **Bring your records of estimated taxes that were paid & the dates they were paid.**
- **Student loan interest 1098E.**
- **Adoption costs** (if applicable).
- **Form 1098-C for donations of automobiles or boats.**
- **Details on all noncash donations greater than \$500.** Include date, place, fair market value, and original cost.
- **Bring a list of receipted contributions of cash.**
- **Volunteer expenses and mileage** are deductible if you itemize. Bring documentation.
- **Bring direct deposit information** for any refunds you expect to receive.
- **Noncustodial parents claiming children** need a signed IRS Form 8332 to claim the child.

- **If your mortgage was forgiven due to foreclosure**, bring Form 1099-C or 1099-A.
- **If you bought a new home**, bring the purchase/closing documents.
- **If you purchased a vehicle, boat, or airplane**, bring evidence of the sales tax paid.
- **If you purchased a new fuel cell or electric plug-in vehicle**, bring receipts.
- **If you purchased solar-electric or solar water heating systems** bring receipts.
- **Information on other energy saving home improvements** might get you a tax credit.
- **If you were an investor caught in a Ponzi-type scheme**, bring the details.
- **Out of pocket medical expenses may be deductible (if large)**. Bring details.
- **Health Savings Accounts (HSA)**. Bring forms 5498-SA and 1099-SA.
- **Proof of health insurance**. Bring 1095 documents if you receive them (or other proof)
- **For the Child Tax Credit, Earned Income Credit & Head of Household we need documents showing proof of relationship, residency & support – Birth Certificate, Security Card, School Letter/Records or Doctor letter, Medical Insurance Verification, Proof of cost of maintaining the household (Mortgage statement, Rent receipts, Utilities, Insurance), Divorce Decree.**
- **We will need drivers license information for Taxpayer & Spouse – We can scan in the drivers license but we will need the drivers license number, in addition to the inception & expiration date**