Individual Income Tax Checklist

Use this tax checklist to assist you in gathering the documents and forms needed to complete your tax returns.

PERSONAL INFORMATION	
Taxpayer's Name	
Social Security Number (SSN)	
Date of Birth	
Citizenship or Visa Status	
Occupation	
Spouse's Name	
Social Security Number (SSN)	
Date of Birth	
Citizenship or Visa Status	
Occupation	
Home Address	
City, State, Zip Code	
County	
School District	
Telephone number	
Email (Taxpayer)	
Email (Spouse)	

******If your filing status is married filing separately, your spouse's information is still required to be included on the Form 1040.***

DEPENDENT INFORMATION			
FULL NAME	**SSN**	**RELATIONSHIP**	**DATE OF BIRTH**

TAX DOCUMENTATION MOST TAXPAYERS NEED	
☐	First-Time Clients: Complete the Individual Income Tax Organizer
☐	First-Time Clients: Provide a copy of your Federal and State returns for the three previous years.
☐	Salary & Wages – Form W-2
☐	Investment Income/(Loss) – Forms 1099-INT, 1099-DIV, 1099-B, Schedule K-1s, 1099-SA (HSA/MDA/LT Care reimbursements)
☐	Payments or distributions from IRAs or other retirement plans – Forms 1099-R, CSA-1099, CSF-1099-R, RBF-1099-R, Basis details (amounts you contributed to the IRA that were already taxed)
☐	Social Security Benefits – Form SSA-1099
☐	Business or Faming Income & Expenses – Profit & Loss Statement (or other income and expense tracker used), Form 1099s, Business-use Asset Information (cost, date purchased and placed in service, etc.)
☐	Rental Property Income & Expenses - Profit & Loss Statement (or other income and expense tracker used), Form 1099s, Depreciation Report, Suspended Losses
☐	Cancellation of Debt – Form 1099-C
☐	Unemployment Income or State/Local Tax Refunds – Form 1099-G
☐	Sale of Home, Rental, or Other Property – Form 1099-S, Closing Statements form sale and original purchase, Schedule of home improvements (dates, description, amount), Other costs to prep for sale
☐	Installment Sale - Form 6252, principal and interest collected during the year, SSN and address of payer
☐	Alimony Received
☐	Other Income – Form 1099-MISC, jury duty, gambling winnings, prize & awards, royalty income, any other 1099s received, hobby income and expenses
☐	Cryptocurrency Transactions (virtual currency)
☐	Student Loan Interest Paid - Form 1098-E
☐	Education Expenses – Form 1098-T, itemized qualified education expenses, scholarships & fellowships received
☐	IRA & Self-Employed Retirement Plan Contributions – Form 5498
☐	Self-Employed Health Insurance Payments – Form 1095

☐	Educator Expenses (for educators in grades K-12)
☐	Moving Expenses for Armed Forces
☐	Health Savings Accounts Contributions – Form 5498-SA
☐	Business Expenses for Reservists, Performing Artists, and Fee-Basis Government Officials
☐	Alimony Paid – Amount, Recipient's Name and SSN, Date of Agreement per Divorce Decree or Separation Agreement
☐	Child & Dependent Care Costs – Provider's Name, Address, Tax ID, and Amount Paid
☐	Adoption Costs – Child's Name and SSN; Travel, meals, lodging, court costs, attorney's fees, and other expenses directly related to the legal adoption of a child
☐	Mortgage Interest, Points, Real Estate Taxes Paid via Escrow - Form 1098
☐	Real Estate and Personal Property Tax Records
☐	Charitable Contributions – Cash or non-cash donations to charitable organizations, schools, or houses of worship. For non-cash – date of donation, organization name and address, description of items donated, value of items donated. Miles driven to perform donated services or deliver donations
☐	Medical and Dental Expenses - Excludes pre-tax premiums paid and amounts paid via a flex spending account; Form 1095-A if enrolled in an insurance plan through the Marketplace Exchange
☐	Casualty and Theft Losses – Amount of damage, insurance reimbursements
☐	Investment interest expenses
☐	Home Office Business Expenses – Total square footage of home, square footage of office, home expenses – utilities, insurance, office improvements
☐	State and Local Income Taxes Paid
☐	Personal Property Taxes Paid
☐	Vehicle License Fees Based on the Value of the Vehicle
☐	Invoice showing amount of Vehicle Sales Tax Paid
☐	Receipts for Energy-Saving Home Improvements (i.e. solar panels, solar water heater)
☐	Estimated Tax Payments Made – dates of payment, amounts paid, taxing jurisdiction
☐	Prior Year Refund Applied to Current Year