

## Tax Document Checklist:

### Personal information

New Clients will need:

- Social Security numbers and dates of birth for you, your spouse, your dependents
- Copies of last year's tax return**

Everyone will need:

- Driver's License** for you and your spouse
- Bank account number and routing number, if depositing refund directly into your bank account
- Form 1095 (from your employer, insurance company, or from the Healthcare Marketplace) or proof of health insurance for yourself and your dependents

### Information about your income

- W-2 forms for you and your spouse
- 1099-MISC forms for you and your spouse (for any independent contract work)
- 1099-G forms for unemployment income, or state or local tax refunds
- 1099-C forms for cancellation of debt
- SSA-1099 for Social Security benefits received
- 1099-R, Form for payments/distributions from IRAs or retirement plans
- 1099-INT, -DIV, -B, or K-1s for investment or interest income (or 1099 consolidated)
- 1099-S forms for income from sale of a property
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.
- Alimony received
- Business or farming income - profit/loss statement, capital equipment information
- Rental property income and expenses: profit/loss statement, suspended loss information

### **Adjustments to your income**

The following items can help reduce the amount of your income that is taxed, which can increase your tax refund, or lower the amount you owe.

- Form 1098-E for student loan interest paid (or loan statements for student loans)
- For teachers: expenses paid for classroom supplies, etc.
- Records of IRA contributions made during the year
- Records of Medical Savings Account (MSA) contributions
- Self-employed health insurance payment records
- Alimony paid
- Keogh, SEP, SIMPLE, and other self-employed pension plans

### **Deductions and credits (If you itemize your deductions)**

The government offers a number of deductions and credits to help lower the tax burden on individuals. You'll need the following documentation to make sure you get all the deductions and credits you deserve:

- Child care costs: provider's name, address, tax ID, and amount paid
- Education costs: Form 1098-T, education expenses
- Adoption costs: SSN of child; records of legal, medical and transportation costs
- Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- Medical and dental expense records

### **Taxes you've paid**

- State and local income taxes paid
- Real estate taxes paid
- Personal property taxes
- Vehicle license fees based on value of vehicle

### **Other information**

- Estimated tax payments made during the year (self-employed)
- Prior-year refund applied to current year and/or any amount paid with an extension to file
- Foreign bank account information: location, name of bank, account number, peak value of account during the year