



Carolina Business Services
662 E Main St
Spindale, NC 28160
(828) 287-9595

Tax Preparation Checklist

Documents You Need to File Your Taxes

For More Tax Information:

<https://carolinataxservices.com/resources/>

To Serve You Faster, Please Have the Following Information Ready When You Come In

Income forms:

- ☐ W2's
- ☐ 1099 forms (example: retirement, unemployment, contract labor)
- ☐ Bank Interest/Dividends, Stock Sales, etc.

Business Income:

- ☐ Gross Income and Expenses
- ☐ Rental Income and Expenses
- ☐ K-1's

Personal Information that may be needed by your preparer

- ☐ Photos ID's for yourself and your spouse
- ☐ Social Security cards or birth certificates for every member of your family (if you have not already provided them)
- ☐ Health Insurance Cards for every member of your family

Get Every Deduction and Credit You Deserve

Check Out Our **Detailed Tax Preparation Checklist** on the Next Page...
Collect All the Documents and Forms You Need to Get Started

If you prefer to file your taxes online visit:

<https://carolinataxservices.com/online-tax-filing/>



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Detailed Tax Preparation Checklist

Don't Miss a Single Deduction or Tax Credit

Personal Information

- ☐ Your social security number or tax ID number
- ☐ Your spouse's full name and social security number or tax ID number

Dependent(S) Information

- ☐ Dates of birth and social security numbers or tax ID numbers
- ☐ Childcare records (including the provider's tax ID number) if applicable
- ☐ Income of other adults in your home
- ☐ Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

Sources Of Income

- ☐ **Employed - Forms W-2**
- ☐ **Unemployed - Unemployment, state tax refund (1099-G)**
- ☐ **Self-Employed**
 - ☐ Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
 - ☐ Records of all expenses — check registers or credit card statements, and receipts
 - ☐ Business-use asset information (cost, date placed in service, etc.) for depreciation
 - ☐ Office in home information, if applicable
 - ☐ Record of estimated tax payments made (Form 1040ES)
- ☐ **Rental Income**
 - ☐ Records of income and expenses
 - ☐ Rental asset information (cost, date placed in service, etc.) for depreciation
 - ☐ Record of estimated tax payments made (Form 1040ES)
- ☐ **Retirement Income**
 - ☐ Pension/IRA/annuity income (1099-R)
 - ☐ Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)
 - ☐ Social security/RRB income (1099-SSA, RRB-1099)



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Savings & Investments or Dividends

- ☐ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- ☐ Income from sales of stock or other property (1099-B, 1099-S)
- ☐ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- ☐ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- ☐ Expenses related to your investments
- ☐ Record of estimated tax payments made (Form 1040ES)
- ☐ **Other Income & Losses**
 - ☐ Gambling income (W-2G or records showing income, as well as expense records)
 - ☐ Jury duty records
 - ☐ Hobby income and expenses
 - ☐ Prizes and awards
 - ☐ Trusts
 - ☐ Royalty Income 1099 Misc.
 - ☐ Any other 1099s received
 - ☐ Record of alimony paid/received with Ex-spouse's name and SSN

Types Of Deductions

Home Ownership

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements
- ☐ All other 1098 series forms

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☐ Records of non-cash charitable donations
- ☐ Amounts of miles driven for charitable or medical purposes

Medical Expenses

- ☐ Amounts paid for healthcare insurance and to doctors, dentists, hospitals



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Health Insurance

- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- ☐ Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- ☐ Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

Childcare Expenses

- ☐ Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
- ☐ Wages paid to a baby-sitter.
Don't include expenses paid through a flexible spending account at work.

Educational Expenses

- ☐ Forms 1098-T from educational institutions
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarships or fellowships you received
- ☐ Form 1098-E if you paid student loan interest

Job Expenses & Tax Prep Fees

- ☐ Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
- ☐ Receipts for classroom expenses (for educators in grades K-12)
- ☐ Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- ☐ Job-hunting expenses
- ☐ Record of moving expenses not reimbursed by employer
- ☐ Amount paid for preparation of last year's tax return

State & Local Taxes or Sales Tax

- ☐ Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- ☐ Invoice showing amount of vehicle sales tax paid



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Retirement & Other Savings

- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA contributions
- ☐ All other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster

- ☐ City/county you lived/worked/had property in
- ☐ Records to support property losses (appraisal, clean up costs, etc.)
- ☐ Records of rebuilding/repair costs
- ☐ Insurance reimbursements/claims to be paid
- ☐ FEMA assistance information
- ☐ Check FEMA site to see if my county has been declared a federal disaster area