



TAX PREPARATION CHECKLIST

Individual & Business | Tax Year: _____

Numbers Don't Lie Tax Prep & Financial Services

Client name: _____

Phone / email: _____

Business name (if any): _____

Appointment date: _____

The documents you need depend on your situation. Bring what you have to your in-person appointment, upload it to your secure client portal, or have it ready for your virtual consultation. **You do not need every item before we meet** — check off what applies, skip what doesn't, and we will tell you if anything else is needed.

PART A — EVERYONE

1 | Personal information

Tax identification numbers are required for every taxpayer.

- ☐ Your Social Security number or tax ID number (ITIN), plus your date of birth
- ☐ Spouse's full name, Social Security number or ITIN, and date of birth
- ☐ Identity Protection PIN (IP PIN), if the IRS issued one to you, your spouse, or a dependent
- ☐ Bank routing and account numbers for direct deposit of a refund or payment of a balance due
- ☐ Foreign reporting and residency information, if applicable
- ☐ Prior-year federal and state tax returns, if you are a new client

2 | Dependents

- ☐ Dates of birth and Social Security numbers or ITINs for each dependent
- ☐ Childcare records, including the provider's name, address, and tax ID number
- ☐ Income of dependents and of other adults living in your home
- ☐ Form 8332, if the custodial parent is releasing the right to claim a child to you

PART B — INCOME

3 | Wages and unemployment

- ☐ Forms W-2 from every employer
- ☐ Unemployment compensation (Form 1099-G)

4 | Self-employment and business

- ☐ Legal business name, DBA, address, phone, and email
- ☐ EIN confirmation letter (if applicable), business start date, and business activity
- ☐ Business structure: sole proprietor, LLC, partnership, S corporation, or C corporation
- ☐ Owner names and ownership percentages, if applicable

- ☐ Prior-year business tax return and depreciation schedules, if available
- ☐ Forms 1099-NEC, 1099-MISC, and 1099-K, plus records of income not reported on a 1099
- ☐ Profit & Loss (P&L) statement — or a general estimate of annual income and expenses if you don't have one
- ☐ Payroll information, if you have employees
- ☐ Independent contractor information (names, amounts paid, Forms W-9 / 1099-NEC issued)
- ☐ Major business assets or purchases: cost and date placed in service (for depreciation)

Need help with your P&L? Numbers Don't Lie Tax Prep & Financial Services offers Profit & Loss preparation services for an additional fee, if needed.

5 | Business vehicle and home office

If applicable.

- ☐ Business mileage log, total miles, vehicle details, and date first used for business
- ☐ Vehicle expenses: gas, repairs, insurance, lease, parking, and tolls
- ☐ Home office square footage and total home square footage
- ☐ Home office costs: rent, utilities, insurance, mortgage interest, property tax, etc.

6 | Rental income

- ☐ Records of rental income and expenses
- ☐ Rental property information (cost, improvements, date placed in service) for depreciation

7 | Retirement income

- ☐ Pension, IRA, and annuity income (Form 1099-R)
- ☐ Traditional IRA basis (contributions you made that were already taxed)
- ☐ Social Security / Railroad Retirement benefits (SSA-1099, RRB-1099)

8 | Savings and investments

Investment forms are only issued if you had distributions or other activity.

- ☐ Interest and dividend income (Forms 1099-INT, 1099-OID, 1099-DIV)
- ☐ Sales of stock or other property (Forms 1099-B, 1099-S)
- ☐ Purchase dates and cost basis for property sold, if not reported on the 1099-B

- ☐ Cryptocurrency / virtual currency transactions
- ☐ HSA and long-term care distributions (Forms 1099-SA, 1099-LTC)
- ☐ Expenses related to your investments

9 | Other income

- ☐ Schedules K-1 from partnerships, S corporations, estates, or trusts
- ☐ Payment card and third-party network transactions (Form 1099-K)
- ☐ Gambling winnings (Form W-2G) and records of gambling losses
- ☐ Hobby income and expenses; prizes and awards; jury duty pay
- ☐ Trust income and royalty income (Form 1099-MISC)
- ☐ Alimony paid or received, with ex-spouse's name and SSN
- ☐ State or local tax refund received last year
- ☐ Any other Forms 1099 you received

PART C — DEDUCTIONS AND CREDITS

10 | Home and vehicle ownership

- ☐ Form 1098 or other mortgage interest statements, and all other 1098-series forms
- ☐ Real estate and personal property tax records
- ☐ Vehicle sales tax invoice and/or personal property tax paid on vehicles
- ☐ Receipts for energy-saving home improvements (solar panels, heat pumps, etc.)
- ☐ Electric vehicle purchase information

11 | Charitable donations

- ☐ Cash donations to houses of worship, schools, and other charities
- ☐ Records of non-cash donations
- ☐ Miles driven for charitable or medical purposes

12 | Medical expenses and health insurance

- ☐ Amounts paid for healthcare, doctors, dentists, and hospitals
- ☐ Qualified insurance premiums paid outside the Marketplace or an employer plan
- ☐ Form 1095-A if you enrolled in a Marketplace (Exchange) plan
- ☐ Self-employed health insurance premiums, if applicable

13 | Childcare expenses

- ☐ Fees paid to a licensed day care center or family day care
- ☐ Amounts paid to a babysitter or provider for a child under 13 while you work
- ☐ Expenses paid through a dependent care FSA at work

14 | Education

- ☐ Forms 1098-T from educational institutions
- ☐ Receipts itemizing qualified education expenses
- ☐ Records of scholarships or fellowships received

- ☐ Form 1098-E if you paid student loan interest
- ☐ Receipts for classroom expenses (K-12 educators)

15 | Retirement and savings contributions

- ☐ Form 5498 (IRA contributions) and Form 5498-SA (HSA contributions)
- ☐ All other 5498-series forms (5498-QA, 5498-ESA)
- ☐ Business retirement plan contributions (SEP, SIMPLE, Solo 401(k)), if applicable

16 | Federally declared disaster

Check [FEMA.gov](https://www.fema.gov) to see if your county was declared a federal disaster area.

- ☐ City/county where you lived, worked, or had property
- ☐ Records supporting property losses (appraisals, clean-up costs, etc.)
- ☐ Rebuilding and repair costs
- ☐ Insurance reimbursements and claims to be paid
- ☐ FEMA assistance information

PART D — PAYMENTS AND NOTICES

17 | Tax payments, notices, and carryovers

- ☐ Federal and state estimated tax payments made (Form 1040-ES), with dates and amounts
- ☐ State and local income or sales tax paid (other than wage withholding)
- ☐ IRS or state tax notices or letters received
- ☐ Prior-year loss and carryover records (capital loss, NOL, etc.)

Many of these items won't apply every year. Additional documents may be requested after your consultation based on your individual and business tax situation.