



Personal Tax Prep Checklist

Being prepared makes tax time less hectic, use this list to get started

Personal Information and Income

Taxpayer, Spouse and Dependents

Full legal names, dates of birth, social security numbers, drivers license, and a copy of the prior year return

Personal Income Statements

Form(s) W2 (for you and your spouse), 1099- NEC for contract work or self employment, and/or 1099-G for unemployment income

Investment and/or Interest Income

Form(s) 1099 - INT for Interest, 1099-DIV for Dividends, 1099-B for Sale Proceeds, and Schedule K-1 for Partnerships, LLCs, S-Corps, or Trusts

Retirement – Pension/IRA/ Annuity

Form 1099 - R

Social Security

Form SSA - 1099 and RRB - 1099

Home or Sale of Property

Form 1099 - S , Purchase Price and Sale Price will be required to determine gain or loss

HSA and Long Term Care

Form 5498 - SA for contributions and 1099-SA for distributions

Self Employed Income (no 1099)

For Single member LLC and or DBA business owners, provide the gross income and expenses from business operations, and/or provide the profit and loss statement



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Common Deductions

Education Expenses

Form 1098- T statement(s), Student Loan Interest Statements, and costs for books and supplies out of pocket

Homeowner Expenses

Mortgage Interest Statements (Form 1098) and Property Tax Statements

Charitable Contributions

Detailed list of donations, receipts for contributions exceeding \$250, Form 1098-C for vehicle donations, and letters of donation from charitable organizations

Healthcare Expenses

Records (receipts) for medical, dental, and prescription costs. Check stubs showing YTD medical premium costs, and medical mileage (note: total costs must exceed 7.5% of AGI to be deductible)

IRA Contributions

Form 5498 or Year End Contribution Statements

Health Savings Account Contributions

Form 5498 - SA for contributions

Childcare and Dependent Care Expenses

Provider Name, Address, Tax ID/SSN and amount paid for the year

Self Employment Expenses

Records of business purchased assets (for depreciation), business expenses, home office expenses (utilities, rent/lease, home insurance, renovations, security, cleaning and upkeep), health insurance, SEP, 401K contributions and estimated tax payments receipts (federal and state)