



BY THE NUMBERZ CPA®
know your numberz

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)