Personal Tax Appointment Checklist

The documents you need for tax prep depend on your situation. To help you prepare for your tax appointment or for filing your own taxes, I've created a checklist to help you know what forms to bring.

Personal Information

Tax Identification Numbers are mandatory items on your checklist. All taxpayers will need the following to do their taxes:

- Your social security number or tax ID number
- Your spouse's full name, social security number or tax ID number, and date of birth
- Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS
- Routing and account numbers to receive your refund by direct depositor pay your balance due if you choose

Dependent(s) Information

Parents and caregivers should gather this information as they review what they need to file their taxes.

- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Income of dependents and 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

Many of these forms won't be needed to file taxes every year. For example, you will only receive the investment forms you may need to file your taxes if you had distributions or other activity.

Employed

- Forms W-2

Unemployed

- Unemployment (1099-G)

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 1040-ES)

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 (SSA-1099, RRB-1099)

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-SAor 1099-LTC)
- Expenses related to your investments
- Record of estimated tax payments made (Form 1040-ES)
- Transactions involving cryptocurrency (Virtual currency)

Other Income & Losses

- Payment Card and Third-Party Network Transactions (1099-K)
- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trust income
- Royalty Income 1099-MISC
- Any other 1099s received
- Record of alimony paid/received with ex-spouse's name and SSN
- State tax refund

Types of Deductions

The types of deductions you can take depend a lot on your life situation. It's likely you won't need all of the documents listed below for your taxes.

Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- 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, and hospitals
- Amounts paid for qualified insurance premiums if paid outside of the Marketplace or an employer provided plan

Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

Childcare Expenses

- o Fees paid to a licensed day care center or family day care for care of an infant or preschooler. Name, address, phone # and Tax ID of all care providers
- o Amounts paid to a baby-sitter or provider care of your child under age13 while you work
- o Expenses paid through a dependent care flexible spending account at work

Educational Expenses

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

K-12 Educator Expenses

- o Receipts/totals for classroom expenses (for educators in grades K-12)

State and Local Taxes

- o Amount of state and local income or sales tax paid (other than wage withholding)
- o Invoice showing amount of vehicle sales tax paid and / or personal property tax on vehicles

Retirement & Other Savings

- o Form 5498-SA showing HSA contributions & 1099-SA showing any distributions
- o Form 5498 showing IRA contributions & 1099-R for any distributions
- o All other 5498 series forms (5498-QA, 5498-ESA)