



Tax Appointment Checklist (Personal Taxes)

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Tax Year: _____

There's too many ifs, thens, and buts when it comes to the documents needed to do your taxes. So to help you prepare yourself for your tax appointment, we've created a checklist that helps list out what forms to bring.

Before You Begin - A Few Requests

1. Please **DO NOT** staple documents together.
2. Please sort everything by the type of document they are, **NOT** by person.
3. If **applicable**, please separate dependent income documents.

Section 1: 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
- ☐ THIS YEAR'S Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS (a new IP PIN is assigned each year)
- ☐ Routing and account numbers to receive your refund by direct deposit or pay your balance due if you choose
- ☐ Foreign reporting and residency information - if applicable
- ☐ Do you want paper or electronic delivery of your returns?

Section 2: New Clients

- ☐ Copy of current legal Photo ID
- ☐ Copy of last year's returns (both Federal & State(s))

Section 3: Dependent(s) Information

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

- ☐ 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)

Section 4: 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 (Calculate Total O/T & Tip Income - separate form if applicable)
- ☐ Tip Deduction Worksheet Acknowledgement (Available online in our Tax Library if applicable)
- ☐ Overtime Deduction Explanation Worksheet & Acknowledgement (Available online in our Tax Library if applicable)

Unemployed

- ☐ Unemployment (1099-G)

Self-Employed (* = If applicable, be sure to complete the Business Information Form in our Tax Library)

- ☐ Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or 1099-NEC
- ☐ Please provide a Profit & Loss Statement/Summary listing records of all expenses (These bookkeeping services are available at an additional cost)
- ☐ 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 1040-ES)

Rental Income (* = If applicable, complete Rental Income Worksheet in our Tax Library)

- ☐ 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). If ROTH IRA distribution, I need your total basis in EACH IRA account & date account was opened
- ☐ Social security/RRB income (SSA-1099, RRB-1099)



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Section 4: Sources of Income Cont'd

Retirement Income

- ☐ Pension/IRA/annuity income (1099-R). If ROTH IRA distribution, I need your total basis in EACH IRA account & date account was opened
- ☐ 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-SA, 1099-LTC, or 5498-SA if contributed privately)
- ☐ Record of estimated tax payments made (Form 1040-ES)
- ☐ Transactions involving digital assets like cryptocurrency or NFTs (1099-DA)

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. Ex: win/loss statements or gambling journal)
- ☐ Cryptocurrency sales records
- ☐ Hobby income and expenses
- ☐ Prizes and awards (1099-MISC)
- ☐ Trust income (K-1)
- ☐ Sale of Home - need a completed 'Sale of Home' worksheet found in our Tax Library
- ☐ Records of any other personal asset sold for a profit
- ☐ Royalty Income (1099-MISC)
- ☐ If debts were forgiven, bring Form 1099-C (Cancellation of Debt)
- ☐ Form 1099-SA for any Health Savings Account (HSA) distributions.
- ☐ Form 1099-LTC for long-term care policy benefits received.
- ☐ Any other 1099s received
- ☐ Record of alimony paid/received with ex-spouse's name and SSN (If divorce/separation agreements were finalized prior to 1/1/2019)
- ☐ State tax refund (if you itemized last year)
- ☐ K-1 from fiduciary return (Estate/Trust)
- ☐ Records of any other misc. income

Section 5: 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 & Vehicle 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)
- ☐ Electric vehicle information
- ☐ All other 1098 series forms
- ☐ Interest paid on NEW car loan (See Vehicle Interest Deduction Taxpayer Guidelines & Acknowledgement available in our Tax Library if applicable)

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, or other charitable organizations
- ☐ Records of non-cash charitable donations (Date, description, orig. cost, valued donation, condition at donation, name/address of organization)
- ☐ Amounts of miles driven for charitable or medical purposes

**** ANY single donation over \$5,000 in value must have a notarized appraisal ****



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Section 5: Types of Deductions Cont'd

Medical Expenses

- ☐ Amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals (separate by premiums/all other costs)
- ☐ Amounts paid for qualified insurance premiums if paid outside of the Marketplace or an employer provided plan (Healthcare.gov or your state's ACA marketplace)
- ☐ Long-Term Care premiums

Health Insurance

- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Healthcare.gov or your state's ACA marketplace)

Childcare Expenses

- ☐ Fees paid to a licensed day care center or family day care for care of an infant or preschooler (Childcare Provider Name, Address, EIN, Amt paid PER CHILD)
- ☐ Amounts paid to a baby-sitter or provider care of your child under age 13 while your work
- ☐ Expenses paid through a dependent care flexible spending account at work

Educational Expenses

- ☐ Forms 1098-T from educational institutions
- ☐ Qualified educational expenses total amount
- ☐ 1099-Q Distribution from Education Savings Plan
- ☐ Form 1098-E if you/your dependent paid student loan interest

K-12 Educator Expenses

- ☐ Total of classroom expenses (for educators in grades K-12)

State and Local Taxes

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

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 the FEMA website to see if your county has been declared a federal disaster area

Section 6: Misc.

- ☐ Bankruptcy/Divorce decree (if applicable)
- ☐ Alimony paid/received if divorce was executed prior to 01/01/2019
- ☐ Date & Amount of Estimated Payments & who they were paid to
- ☐ Adoption expenses
- ☐ Interest Statement for Qualified U.S. Assembled Vehicle (separate form required)
- ☐ If you installed solar, wind, geothermal, EV charging station, or fuel-cell systems, bring receipts and details
- ☐ If you installed an energy efficient furnace, central AC, water heater, windows, doors, insulation, heat pump, etc. bring receipts. Also bring the 4-digit QM code (if available)
- ☐ If you paid a nanny (or household worker) \$2,800 or more, bring payroll details & Schedule H (if provided)