



Tax Preparation Checklist

1. Personal Information:

- ☐ **Full name(s) and SSN:** For yourself, spouse (if filing jointly), and any dependents.
 - ☐ **Dependent Information:**
 - Social Security Numbers for dependents
 - Childcare provider's name, address, and tax ID or SSN (for Child and Dependent Care Credit)
 - Adoption paperwork, if applicable
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2. Income Documentation:

- ☐ **Wages and Salary (Form W-2)**
 - Collect W-2 forms from all employers.
 - ☐ **Self-Employment Income (Form 1099-NEC, 1099-MISC, 1099-K)**
 - 1099-NEC or 1099-MISC from clients or businesses
 - 1099-K for income received via third-party payment processors (e.g., PayPal, Stripe)
 - Records of all business-related income and expenses
 - Business profit and loss statement
 - ☐ **Interest and Dividend Income (Form 1099-INT, 1099-DIV)**
 - 1099-INT for interest from banks or credit unions
 - 1099-DIV for dividends from investments
 - ☐ **Retirement Income**
 - Form 1099-R: Pensions, annuities, retirement plan distributions (401k, IRA)
 - SSA-1099 for Social Security benefits
 - ☐ **Unemployment Income (Form 1099-G)**
 - Unemployment benefits received
 - ☐ **Other Income (Various Forms)**
 - 1099-B: Sale of stocks, bonds, and other securities
 - K-1: Income from partnerships, trusts, and estates
 - Rental property income and expenses
 - Alimony received
 - Gambling winnings (W-2G)
 - Prizes, awards, lottery winnings
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3. Adjustments to Income:

- ☐ Contributions to a traditional IRA (Form 5498)
- ☐ Health Savings Account (HSA) contributions (Form 5498-SA)
- ☐ Student loan interest (Form 1098-E)
- ☐ Educator expenses (for teachers)
- ☐ Tuition and education fees (Form 1098-T)
- ☐ Moving expenses for active duty military
- ☐ Alimony paid (for divorces finalized before 2019)
- ☐ Self-employment tax deduction

4. Deductions:

☐ Itemized Deductions:

- **Medical Expenses:** Out-of-pocket expenses, prescriptions, and medical equipment
- **State and Local Taxes (SALT):** Property taxes, state and local income taxes (up to \$10,000)
- **Mortgage Interest (Form 1098):** Interest paid on your mortgage
- **Charitable Contributions:** Cash donations, non-cash contributions (Goodwill, Salvation Army)
- **Casualty and Theft Losses:** If due to a federally declared disaster
- **Job-Related Expenses:** (for certain eligible employees)

Standard Deduction: Know the amount based on your filing status (Single, Married, etc.).

5. Credits:

- ☐ **Child Tax Credit**
 - ☐ **Earned Income Tax Credit (EITC):** Income level qualification
 - ☐ **Child and Dependent Care Credit:** Daycare expenses, after-school programs
 - ☐ **Education Credits:** American Opportunity Credit or Lifetime Learning Credit (Form 1098-T)
 - ☐ **Retirement Savings Contribution Credit**
 - ☐ **Energy-Efficient Home Improvement Credit:** Receipts for solar panels, energy-efficient windows, etc.
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6. Investment and Rental Property:

- ☐ **Rental Income and Expenses:** Advertising, mortgage interest, property tax, repairs, insurance, HOA fees
- ☐ **Investment Sale Records:** Original cost basis of investments sold
- ☐ **Capital Gains/Losses:** For stocks, bonds, and real estate
- ☐ **Cryptocurrency Transactions:** Records of purchases, sales, and exchanges

7. Health Insurance Information:

- ☐ **Form 1095-A:** Marketplace health insurance
- ☐ **Form 1095-B/C:** Employer-provided health insurance coverage
- ☐ **Premium Tax Credit Repayment:** If you received a health care subsidy
- ☐ **Medical Savings Accounts (MSAs):** Contribution and withdrawal records

8. Records for Special Situations:

- ☐ **Home Purchase or Sale:** Closing statements, property tax records, mortgage interest, and points paid
 - ☐ **Education Expenses:** 529 Plan distributions, tuition fees, and books
 - ☐ **Adoption:** Adoption fees, legal costs, and travel
 - ☐ **Foreign Accounts:** FBAR and FATCA compliance (if applicable)
 - ☐ **Identity Theft PIN:** If the IRS issued you one
 - ☐ **Bankruptcy Documentation:** If applicable
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9. Business and Self-Employed Documentation:

- ☐ **Income and Expenses:**
 - Business income records, including 1099-NEC, 1099-K
 - Inventory and cost of goods sold (for retail businesses)
 - Record of business expenses, including office rent, supplies, utilities, software
 - Home office deduction documentation
 - Vehicle mileage or expenses related to business use
 - Employee wages and contractor payments (W-2s, 1099-NEC issued to workers)
 - ☐ **Taxes Paid:**
 - Estimated tax payments for the year (Federal and state)
 - Business license fees, permits
 - Payroll tax returns
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10. Prior Year Information:

- ☐ Previous year's federal and state tax returns
 - ☐ Carryover information (capital losses, charitable contributions)
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11. Payment Information:

- ☐ Bank account details for direct deposit/refund
 - ☐ Estimated tax payment receipts (Form 1040-ES)
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12. Other Considerations:

- ☐ **Filing Status:** Single, Married Filing Jointly, Married Filing Separately, Head of Household, Qualifying Widow(er)
- ☐ **Power of Attorney:** If someone is filing on your behalf
- ☐ **Taxpayer Protection PIN (if applicable):** From IRS to prevent fraud

