



Tax Preparation Checklist

PERSONAL INFORMATION

- Social Security Numbers (SSNs):
Yours, your spouse's, and your dependents' SSNs.
- Driver's License or State ID:
Provide copies for both you and your spouse if filing jointly.

INCOME INFORMATION

- W-2s
- 1099 Forms:
 - 1099-MISC for freelance or contract work
 - 1099-NEC for nonemployee compensation
 - 1099-INT for interest income

INFORMATION INCOME -1099S CONTINUED

- 1099-DIV for dividends
 - 1099-G for unemployment income
 - 1099-R retirement income
 - 1099-B for brokerage transactions
- Other Income Documentation:
- Rental Property Income

OTHER INCOME DOCUMENTATION CONTINUED

- Alimony received
- SSA-1099 Social Security Benefits
- Income from sales of property

EXPENSE INFORMATION

- Self-Employment Expenses:
- Records of business expenses
 - Mileage logbook for business travel
 - Home Office Expenses
 - Rental Property Expenses:
 - Mortgage Interest
 - Property Management Fees

EXPENSE INFORMATION CONTINUED

- Repairs and maintenance costs
- Medical and Dental Expenses:
 - Health Insurance Premium
 - Medical bills and prescriptions
 - Long-term care insurance
- Educational Expenses:
 - Tuition and fees (Form 1098-T)





EXPENSE INFORMATION CONTINUED

- Student Loan Interest (Form 1098-E)
- Charitable Contributions:
 - Receipts for donations
 - Value of donated goods
- Mortgage and Real Estate:
 - Mortgage Interest (Form 1098)
 - Property Tax Payments

EXPENSE INFORMATION CONTINUED

- Childcare Expenses:
 - Provider's name, address, and tax ID
 - Amounts paid for childcare

INVESTMENT SAVINGS INFORMATION

- Retirement Contributions:
 - IRA contributions
 - 401(k) contributions
- Investment Expenses:
 - Records of stocks, bonds, and mutual funds transactions

INVESTMENT SAVINGS INFORMATION CONTINUED

- Statements of any dividend reinvestments

TAX CREDITS AND DEDUCTIONS

- Child Tax Credit:
 - Information on dependent children
- Earned Income Tax Credit (EITC):
 - Income details and dependent information

TAX CREDITS AND DEDUCTIONS CONTINUED

- Education Credits:
 - Form 1098-T and details of qualified expenses
- Energy-Efficient Home Improvements:
 - Receipts and manufacturer's certification statements





MISCELLANEOUS INFORMATION

- Prior Year Tax Return:
 - Copy of last year's tax return
- Bank Account Information:
 - Routing and account numbers for direct deposit

MISCELLANEOUS INFORMATION CONTINUED

- Estimated Tax Payments:
 - Records of quarterly estimated tax payments made

HOW TO USE THIS CHECKLIST

- Gather Documentation:
 - Use this checklist to collect all necessary documents and information.
- Organize Your Records:
 - Group your documents according to the categories above for easy

HOW TO USE THIS CHECKLIST CONTINUED

- Consult Your Tax Professional:
 - Bring this checklist and your organized documents to your tax professional to ensure a smooth and efficient tax preparation process.

Need More Help?

Check out our [Resources Page](#) for additional guides, tools, and information to help you manage your finances effectively.

If you have any questions or need further assistance, feel free to reach out to us.

