



## Tax Preparation Checklist

The requirements for filing your taxes depend on your situation. Determining this can be complex, but we are here to help!

Before you submit your client intake sheet, review the following checklist to find the tax documents and forms that apply to your tax situation. Reference this sheet to ensure you have all necessary documents for submission.

**Sign Up for IDme!!! [Click Here to sign up for IRS Online Account](#)**

**Q:** Why do I need to sign up for ID me?

**A:** It will allow you to access your child tax credit and stimulus notices without having to wait for them in the mail. Also, it will allow us to access past tax returns and notifications if necessary.

### Personal Information

- ☐ Demographic info (name, social security number, DOB, email, phone number)
- ☐ Spouse's Demographic Info (if applicable)
- ☐ Identity Protection PIN for any household members
- ☐ Bank routing and account information

### Dependent(s) Information

If you are a parent or caregiver, you will need the following information before filing your tax return.

- ☐ Dates of birth and social security numbers of all dependents (including images of social security cards and birth certificates)
- ☐ Childcare, school, or shot records for each dependent
- ☐ Income of dependents (if applicable)

## Income Documentation

Many of these forms won't be needed to file taxes every year. Check off the items below as they apply to you for this tax season.

### Employed

- ☐ W-2

### Unemployed

- ☐ Unemployment (1099-G)

### Self-Employed

- ☐ 1099-NEC
- ☐ Schedule K-1
- ☐ 1099-MISC
- ☐ Records of all expenses (cancelled checks, credit card statements, receipts, etc.)
- ☐ Electronic income records (PayPal, business bank statements, Cash App, Venmo, etc.)

### Rental Income

- ☐ Records of income and expenses

### Retirement Income

- ☐ Pension/IRA/annuity income (1099-R)
- ☐ Social security (SSA-1099)

### Savings & Investments or Dividends

- ☐ Interest, dividend income (1099-INT, 1099-DIV)
- ☐ Income from sales of stock or other property (1099-B, 1099-S)
- ☐ Health Savings Account (1099-SA)
- ☐ Transactions involving cryptocurrency

### Other Income & Losses

- ☐ Gambling income (W-2G or records showing income, as well as expense records)
- ☐ Royalty Income 1099-MISC
- ☐ Any other 1099s received

## Deduction Documentation

Check items that only apply to your tax situation.

### Home Ownership

- ☐ 1098 forms or other mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements (e.g., solar panels)

### 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

- ☐ Out-of-pocket expenses paid for healthcare, insurance, and to doctors, dentists, and hospitals not

### Health Insurance

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

### Childcare Expenses

- ☐ Childcare expenses paid to childcare provider (Must include provider's name, social/EIN, and address)
- ☐ Expenses paid through a dependent care flexible spending account at work

### Educational Expenses

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

### K-12 Educator Expenses

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

### Retirement & Other Savings

- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA contributions