

Tax Preparation Checklist

Income for the tax year

Wages, tips, and other compensation from employment

- ☐ W-2 forms
- ☐ Tips and household employee wages not reported on W-2 forms

Retirement income

- ☐ 1099-R forms for distributions from retirement plans (like IRAs), pensions, and annuities
- ☐ SSA-1099 and RRB-1099 forms for Social Security and Railroad Retirement Board benefits

Self-employment income (Schedule C)

- ☐ 1099-NEC forms for non-employee compensation
- ☐ 1099-K forms from a payment processor or online marketplace
- ☐ Sales records
- ☐ Profit and loss statements
- ☐ Expense receipts and records, including for the business use of your home or vehicle, and cost of goods sold

Rental income

- ☐ 1099-MISC forms showing rent payments received
- ☐ Rents received but not reported on 1099-MISC forms
- ☐ Number of days property is rented

Income for the tax year (cont.)

- ☐ Receipts and other records for expenses
- ☐ Depreciation schedules

Real estate sales income

- ☐ 1099-S forms for proceeds from sale of real estate
- ☐ Escrow closing statements
- ☐ Basis information for property sold

Farm income (Schedule F)

- ☐ 1099-G forms for government payments
- ☐ 1099-PATR forms for distributions from cooperatives
- ☐ 1099-MISC forms for pasture rental income, crop insurance proceeds, or other miscellaneous income

Other common forms of income

- ☐ Alimony received for divorce finalized before 2019 (records of alimony payments)
- ☐ Business income from S corporations, partnerships, and LLCs (Schedule K-1 forms)
- ☐ Gambling winnings (W-2G forms)
- ☐ Prizes or awards (records showing amount or value)
- ☐ Refund of state or local income tax (1099-G forms)
- ☐ Scholarships in certain cases (records showing scholarship's purpose and use)
- ☐ Stock options (dates, stock value, and other related information)
- ☐ Unemployment compensation (1099-G forms)

Tax deductions

Alimony deduction (only if divorce finalized before 2019)

- ☐ Amount of alimony paid
- ☐ Ex-spouse's Social Security number

Charitable gifts deduction

- ☐ Receipts, bank or credit card statement, or other records for cash donations
- ☐ For gifts of \$250 or more, a written acknowledgment from recipient
- ☐ 1098-C forms for contributions of motor vehicles, boats, and airplanes
- ☐ Appraisals for donated property over \$5,000 (\$500 for clothing and household items)
- ☐ Mileage for use of your motor vehicle for volunteer work

Tax deductions (cont.)

Medical and dental expense deduction

- ☐ Receipts and other records for unreimbursed medical or dental expenses
- ☐ Out-of-pocket health and dental insurance premiums, including for Medicare and long-term care insurance
- ☐ Mileage for use of your motor vehicle for medical reasons
- ☐ Lodging expenses while traveling for medical care

Mortgage interest and points deduction

- ☐ 1098 forms
- ☐ Home mortgage interest or points not reported on 1098 forms

State and local taxes (SALT) deduction

- ☐ Estimated state and local income tax payments
- ☐ Sales tax payment records if you're deducting sales taxes instead of income taxes
- ☐ Real estate tax payment records, including escrow closing statements
- ☐ Personal property tax payment records, including for vehicle license fees

Student loan interest deduction

- ☐ 1098-E forms or loan statements if 1098-E form not received
- ☐ Loan origination fee or capitalized interest records (for loans made before September 1, 2004)

Other common tax deductions

- ☐ Archer medical spending account (MSA) deduction (5498-SA forms)
- ☐ Disaster/casualty and theft loss deduction (records showing amount of loss, basis and value of damaged or stolen property, insurance reimbursements)
- ☐ Gambling losses (receipts, raffle tickets, and other gambling records)
- ☐ Health savings account (HSA) deduction (5498-SA forms)
- ☐ Investment interest expense deduction (records for loans to buy investment property)
- ☐ Moving expense deduction for military personnel (records showing deductible moving expenses)
- ☐ Self-employed health insurance deduction (premium payment records, Form 1095-A)

Tax credits

Adoption credit

- ☐ Receipts for qualified adoption expenses, including for legal, medical, and transportation costs
- ☐ Employer reimbursements of adoption expenses (if any)

Child and dependent care credit

- ☐ Amount paid for care
- ☐ Care provider's name, address, and taxpayer identification number

Tax credits (cont.)

Clean vehicle credit (for purchase of electric, plug-in hybrid electric, or fuel cell vehicle)

- ☐ Time-of-sale report from dealer (also called a "seller report")
- ☐ MSRP (manufacturer's suggested retail price), if you buy a new vehicle

Education tax credits (American Opportunity and Lifetime Learning Credits)

- ☐ 1098-T forms
- ☐ Records for qualified educational expenses not included on 1098-T forms

Home Energy Credits (Energy-Efficient Home Improvement and Residential Clean Energy Credits)

- ☐ Receipts and records for qualified energy-saving upgrades and the installation of qualified clean energy systems in your home
- ☐ Kilowatt capacity of fuel cell systems (if applicable)

Premium tax credit

- ☐ 1095-A forms

Retirement savings contributions credit (Saver's Credit)

- ☐ Amounts contributed to eligible retirement accounts and ABLE accounts

Taxes you've paid

- ☐ Estimated or other tax payments for the tax year (including tax paid with [extension](#))
- ☐ Prior-year refunds applied to the current tax year

Other information

- ☐ Bank account and routing numbers for direct deposit or tax payments
- ☐ Foreign bank account information (if a Report of Foreign Bank and Financial Accounts is required)
- ☐ Last year's tax return for general reference and e-filing
- ☐ Driver's license for e-filing (optional for additional security)