<u>Year-End 1040 Checklist</u>

The following checklist will help you collect the documents needed to file your tax return.

- **Your last 3 years' tax returns** *(new clients only)*.
- **Social Security numbers and dates of birth** for taxpayers, spouses and dependents.
- **Copy of Driver's License** for taxpayer and spouse.
- **Noncustodial parents claiming children** need a signed IRS Form 8332 to claim the child.
- **W-2 Forms.**
- **Your last paycheck stub of the year** (for each job).
- **IP PIN** (IRS notice CP01A). IRS sends a PIN to victims of identity theft (or upon request). You can't reuse PIN from a prior year.
- **1099 Forms** for interest, dividends, sales, retirement, Social Security, self-employment, unemployment, etc. « *Remember to download and print statements from online accounts that don't send paper tax forms.*
- **Property tax statements.**
- **Forms 1098 for mortgage interest.**
- **Foreign accounts.** Bring statements. Such assets must be disclosed even if they do not generate income.
- **If you bought, sold, or refinanced a home** bring the settlement statement.
- **Purchase and sale information,** including dates, relating to anything sold.
- **Stock options**. Forms 1099-B and supplemental statements showing income reported on form W-2.
- **Cryptocurrency**. Bring details including dates, proceeds, and original cost.
- **Forms W2-G** for gambling winnings. Bring a log of gambling sessions (if available).
- **Child care provider information** (name, address, tax ID#, amount paid). Required e*ven if you have a daycare flex account at work.*
- **Names, addresses, and Social Security numbers** from whom you received interest, or to whom you paid interest.
- **Bankruptcy or divorce papers** (if applicable).
- **Alimony** paid or received. Provide dollar amount, SSN of recipient and date of divorce.
- **If you paid an individual $600 or more for services in connection with your business,** please provide their name, address, and tax ID#.
- **Records showing income and expense for business and/or rental property you own**. Records of business and personal mileage are required for automobile deductions.
- **Form K-1** if you have an interest in a Partnership, S-Corporation, Estate or Trust.
- **IRA** (traditional, Roth, SEP, Simple) year-end statements and forms 5498.
- **Bring details for <u>all</u> other income,** whether you think it's taxable or not. Examples may include foreign income, barter, hobby, settlements, awards/prizes, etc.
- **Forms 1098-T** for post-secondary tuition payments are sent to the student. If the student is your dependent you must get it from them.
- **Forms 1099-Q** for education savings plan distributions.
- **Student loan interest forms 1098-E.**
- **Estimated taxes paid** (include amount and date).
- **Adoption costs** if applicable. Also bring the legal adoption documents.
- **Charitable donations.** Bring separate totals for cash and noncash contributions. Bring receipts. For noncash donations totaling over $500 include date, place, fair market value, and original cost.
- **Form 1098-C** for donations of automobiles or boats.
- **If you purchased a new or used electric plug-in vehicle,** bring all documents provided by the dealership (year, make, VIN, purchase date, assembly location, & other qualifiers).
- If you installed **solar, wind, geothermal, or fuel-cell systems** for your home or cabin bring receipts.
- If you installed **other energy efficient home improvements** (e.g. furnace, central AC, water heater, windows, doors, insulation, heat pump, etc.) bring receipts.
- **If debts were forgiven,** bring Form 1099-C or 1099-A.
- **Forms 1099-K for internet or credit card transactions**.
- **Health Savings Account** (**HSA**) **contributions and distributions**. Bring forms 1099-SA and 5498-SA.
- **Form 1095-A** for health insurance purchased on healthcare.gov (or your state's ACA insurance marketplace).
- **Out of pocket medical expenses** may be deductible (if large). Bring details.
- **Form 1099-LTC** for long-term care policy benefits paid.
- **Employee Retention Credits.** Bring details. You may have to amend a return for the tax year the credits were paid.
- **Bring a voided check for direct deposit** of any refunds you expect to receive.