Tax Preparation Checklist

Get ready for the tax season by using this checklist to ensure you have all the necessary Documents and Forms:

Personal Information

- ☐ Social Security Card
- ☐ Spouse's full name and Social Security Card
- ☐ Current Photo ID/Driver's License
- ☐ Bank Information: Account Number and Routing Number (only necessary if expecting a refund or payment is being made at time of electronic transmission)
- ☐ Prior year tax filing (only requested if it's your first year filing with CTA)

Dependent(s) Information

- ☐ Date of birth and Social Security Card
- ☐ Childcare records (if applicable)
- ☐ Income of other adults in your home
- ☐ Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

Sources of Income

- ☐ **Employed**
    - Forms W-2
- ☐ **Unemployed**

- Unemployment, state tax refund (1099-G)

- ☐ **Self-Employed**
  - Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099s
  - Records of all expenses — check registers or credit card statements, and receipts
  - Business-use asset information (cost, date placed in service, etc.) for depreciation
  - Office in home information (if applicable)
  - Record of estimated tax payments made (Form 1040–ES)

- ☐ **Rental Income**
  - Records of income and expenses
  - Rental asset information (cost, date placed in service, etc.) for depreciation
  - Record of estimated tax payments made (Form 1040–ES)

- ☐ **Retirement Income**
  - Pension/IRA/annuity income (1099-R)
  - Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)
  - Social security/RRB income (1099-SSA, RRB-1099)

- ☐ **Savings & Investments or Dividends**
  - Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
  - Income from sales of stock or other property (1099-B, 1099-S)
  - Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
  - Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
  - Expenses related to your investments
  - Record of estimated tax payments made (Form 1040–ES)

- ☐ **Other Income & Losses**

- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Prizes and awards
- Trusts
- Royalty Income 1099–Misc.
- Any other 1099s received
- Record of alimony paid/received with ex-spouse’s name and SSN

Types of Deductions

- ☐ **Home Ownership**
  - Forms 1098 or other mortgage interest statements
  - Real estate and personal property tax records
  - Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
  - All other 1098 series forms
- ☐ **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**
  - Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- ☐ **Health Insurance**
  - Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
  - Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g., an employer, insurance company, or government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)

- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

- ☐ **Childcare Expenses**
  - Fees paid to a licensed day care center or family day care for care of an infant or preschooler
  - Wages paid to a baby-sitter. Don't include expenses paid through a flexible spending account at work
- ☐ **Educational Expenses**
  - Forms 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)
- ☐ **State & Local Taxes**
  - Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
  - Invoice showing amount of vehicle sales tax paid
- ☐ **Retirement & Other Savings**
  - Form 5498-SA showing HSA contributions
  - Form 5498 showing IRA contributions
  - All other 5498 series forms (5498-QA, 5498-ESA)
- ☐ **Federally Declared Disaster**
  - City/county you lived/worked/had property in
  - Records to support property losses (appraisal, clean up costs, etc.)
  - Records of rebuilding/repair costs
  - Insurance reimbursements/claims to be paid
  - FEMA assistance information
  - Check FEMA site to see if my county has been declared a federal disaster area