Basic Checklist
for Individuals

General Information:

- ☐ Last year's tax return and amount paid for preparing the tax return (New Clients only)
- ☐ Copy of your driver's license or other government issued ID for you and spouse (if applicable)
- ☐ Social Security Numbers and birth dates for everyone on your tax return (includes you, your spouse, children and other dependents) and copy of SS Card for new family members

Income Documents to Provide (if applicable):

- ☐ All W-2 forms for you & your spouse (if applicable), including W-2G from gambling/lottery winnings
- ☐ All forms that say 1099 including the following:
  - 1099-MISC – other income
  - 1099-NEC – self-employment income
  - 1099-R – Retirement and IRA withdrawals – Include also Form 5498 – IRA Contribution Info
  - 1099-INT – Interest earned on bank accounts
  - 1099-DIV – Dividend income
  - 1099-B – Capital gains (from sale of stocks and other assets)
  - 1099-G – Government payments to you such as unemployment income or state tax refunds
  - 1099-C – Cancelled debt income
  - 1099-SA – Withdrawals from Health Savings Accounts
  - SSA-1099 – Social Security Income
- ☐ Any forms that say Schedule K-1

Potential Deductions and Credits:

- ☐ Child Care Provider's Name, Address, Federal ID# and Amount Paid for each dependent child under age 14.
- ☐ Contributions you made to IRAs or other retirement plans
- ☐ All Medical Insurance Forms that say 1095 including the following:
  - Form 1095-A – Health Insurance statement from the Market Place
  - Form 1095-B – Health Coverage Statement
  - Form 1095-C – Employer Provided Health Insurance Statement
- ☐ Out of Pocket medical expenses such as doctors, dentists, hospital, medicines, eyeglasses, pretax insurance, etc.
- ☐ All Forms that say 1098 including the following:
  - Form 1098-INT – Shows mortgage interest and real estate taxes paid (if mortgage is paid off, list property taxes paid)
  - Form 1098-E – Student Loan Interest Paid
  - Form 1098-T – College Tuition Paid for you, your spouse, or children (include books/supplies for undergraduates)
- ☐ Personal Property taxes paid on vehicle registration (if applicable in your State)
- ☐ Charitable Contributions – including the following:
  - Amounts donated to houses of worship, schools or other charitable organizations
  - Records of non-cash charitable donations
  - Number of miles you drove for charitable purposes
- ☐ Impairment Related Work expenses

Other Income and Expenses:

- ☐ Rental income and expenses
- ☐ Jury duty, Gambling/Lottery, alimony received or paid, Cyrptocurrency (i.e. Bitcoin) sales, etc.
- ☐ Closing documents (such as the HUD-1 statement) for a home you purchased

Note: *If you are self-employed or have a small business, please request a basic checklist for small businesses*

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