

Individual Income Tax Checklist



Use this tax checklist to assist you in gathering the documents and forms needed to complete your tax returns.

PERSONAL INFORMATION	
Taxpayer's Name	
Social Security Number (SSN)	
Date of Birth	
Citizenship or Visa Status	
Occupation	
Spouse's Name	
Social Security Number (SSN)	
Date of Birth	
Citizenship or Visa Status	
Occupation	
Home Address	
City, State, Zip Code	
County	
School District	
Telephone number	
Email (Taxpayer)	
Email (Spouse)	

*****If your filing status is married filing separately, your spouse's information is still required to be included on the Form 1040.**

DEPENDENT INFORMATION			
FULL NAME	SSN	RELATIONSHIP	DATE OF BIRTH

TAX DOCUMENTATION MOST TAXPAYERS NEED

<input type="checkbox"/>	First-Time Clients: Complete the Individual Income Tax Organizer
<input type="checkbox"/>	First-Time Clients: Provide a copy of your Federal and State returns for the three previous years.
<input type="checkbox"/>	Salary & Wages – Form W-2
<input type="checkbox"/>	Investment Income/(Loss) – Forms 1099-INT, 1099-DIV, 1099-B, Schedule K-1s, 1099-SA (HSA/MDA/LT Care reimbursements)
<input type="checkbox"/>	Payments or distributions from IRAs or other retirement plans – Forms 1099-R, CSA-1099, CSF-1099-R, RBF-1099-R, Basis details (amounts you contributed to the IRA that were already taxed)
<input type="checkbox"/>	Social Security Benefits – Form SSA-1099
<input type="checkbox"/>	Business or Farming Income & Expenses – Profit & Loss Statement (or other income and expense tracker used), Form 1099s, Business-use Asset Information (cost, date purchased and placed in service, etc.)
<input type="checkbox"/>	Rental Property Income & Expenses - Profit & Loss Statement (or other income and expense tracker used), Form 1099s, Depreciation Report, Suspended Losses
<input type="checkbox"/>	Cancellation of Debt – Form 1099-C
<input type="checkbox"/>	Unemployment Income or State/Local Tax Refunds – Form 1099-G
<input type="checkbox"/>	Sale of Home, Rental, or Other Property – Form 1099-S, Closing Statements form sale and original purchase, Schedule of home improvements (dates, description, amount), Other costs to prep for sale
<input type="checkbox"/>	Installment Sale - Form 6252, principal and interest collected during the year, SSN and address of payer
<input type="checkbox"/>	Alimony Received
<input type="checkbox"/>	Other Income – Form 1099-MISC, jury duty, gambling winnings, prize & awards, royalty income, any other 1099s received, hobby income and expenses
<input type="checkbox"/>	Cryptocurrency Transactions (virtual currency)
<input type="checkbox"/>	Student Loan Interest Paid - Form 1098-E
<input type="checkbox"/>	Education Expenses – Form 1098-T, itemized qualified education expenses, scholarships & fellowships received
<input type="checkbox"/>	IRA & Self-Employed Retirement Plan Contributions – Form 5498
<input type="checkbox"/>	Self-Employed Health Insurance Payments – Form 1095

<input type="checkbox"/>	Educator Expenses (for educators in grades K-12)
<input type="checkbox"/>	Moving Expenses for Armed Forces
<input type="checkbox"/>	Health Savings Accounts Contributions – Form 5498-SA
<input type="checkbox"/>	Business Expenses for Reservists, Performing Artists, and Fee-Basis Government Officials
<input type="checkbox"/>	Alimony Paid – Amount, Recipient’s Name and SSN, Date of Agreement per Divorce Decree or Separation Agreement
<input type="checkbox"/>	Child & Dependent Care Costs – Provider’s Name, Address, Tax ID, and Amount Paid
<input type="checkbox"/>	Adoption Costs – Child’s Name and SSN; Travel, meals, lodging, court costs, attorney's fees, and other expenses directly related to the legal adoption of a child
<input type="checkbox"/>	Mortgage Interest, Points, Real Estate Taxes Paid via Escrow - Form 1098
<input type="checkbox"/>	Real Estate and Personal Property Tax Records
<input type="checkbox"/>	Charitable Contributions – Cash or non-cash donations to charitable organizations, schools, or houses of worship. For non-cash – date of donation, organization name and address, description of items donated, value of items donated. Miles driven to perform donated services or deliver donations
<input type="checkbox"/>	Medical and Dental Expenses - Excludes pre-tax premiums paid and amounts paid via a flex spending account; Form 1095-A if enrolled in an insurance plan through the Marketplace Exchange
<input type="checkbox"/>	Casualty and Theft Losses – Amount of damage, insurance reimbursements
<input type="checkbox"/>	Investment interest expenses
<input type="checkbox"/>	Home Office Business Expenses – Total square footage of home, square footage of office, home expenses – utilities, insurance, office improvements
<input type="checkbox"/>	State and Local Income Taxes Paid
<input type="checkbox"/>	Personal Property Taxes Paid
<input type="checkbox"/>	Vehicle License Fees Based on the Value of the Vehicle
<input type="checkbox"/>	Invoice showing amount of Vehicle Sales Tax Paid
<input type="checkbox"/>	Receipts for Energy-Saving Home Improvements (i.e. solar panels, solar water heater)
<input type="checkbox"/>	Estimated Tax Payments Made – dates of payment, amounts paid, taxing jurisdiction
<input type="checkbox"/>	Prior Year Refund Applied to Current Year