Tax Facts
Let the Experts Do It

Checklist for Your Preparer

Personal Information

- ☐ Your Social Security number (for you, your spouse and your dependents, if applicable).
- ☐ If you do not have a Social Security number for someone, include the ITIN.
- ☐ Your privacy protection PIN, if IRS sent one for you, your spouse or your dependents.
- ☐ Your driver's license (or other picture ID).

Employee Information

- ☐ W-2 Forms (How many? ____).

Childcare Expenses

- ☐ Fees paid to a day care center or afterschool care for an infant, preschooler, or elementary student.
- ☐ Wages paid to a babysitter.
- ☐ Address of day care center or babysitter
- ☐ Tax Identification Number (or Social Security Number) for the provider.
- ☐ Amount and nature of other day care costs.

Charitable Contributions

- ☐ Records of cash amounts donated to houses of worship, schools, other charitable organizations.
- ☐ Records of non-cash charitable donations.
- ☐ Mileage driven for charitable purposes.

Medical Expenses

- ☐ Total amount paid for healthcare insurance and expenses along with itemized receipts.
- ☐ Statement for contributions to an HSA or MSA plan (5498-SA).
- ☐ Statement of amounts paid from your HSA or MSA Plan (1099-SA).
- ☐ Health Insurance
    - Form 1095-A if you enrolled in an insurance plan through the Healthcare Marketplace.
    - 1095-B and/or 1095-C if you had insurance coverage through any other source.

Self-Employment Information

- ☐ Forms 1099-MISC and 1099-NEC
- ☐ Schedule K-1
- ☐ Income records to verify amounts received if not reported on a 1099-NEC.
- ☐ Records of all expenses paid during the tax year related to your self-employment business.
- ☐ Business-use asset information (item cost, date placed in service) for depreciation purposes.
- ☐ Copy of W-2's or 1099's issued by your business to employees or contractors.

Home Office Expenses

- ☐ Total sq ft of home or apartment. Sq ft of office space.

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- ☐ Amount of Homeowner Insurance.
- ☐ Amount of rent paid.
- ☐ Amount of household utility bills.
- ☐ Amount paid for security, yard work, cleaning, minor repairs.
- ☐ Cost of your home. Date you began using it as your office.
- ☐ Amount paid to Homeowners Association.

Retirement Information

- ☐ Total amount you contributed last year.
- ☐ Total value of your IRA and ROTH accounts as of Dec. 31.
- ☐ Pensions, IRA, and other retirement income (Form 1099-R).
- ☐ Social Security income (1099-SSA).

Rental Income

- ☐ Rental Property Worksheet (See worksheets below).
- ☐ Rental Activity Log (See under worksheets below).
- ☐ List of Repairs and Improvements done last year – item cost, date work was completed.

State & Local Taxes or Sales Tax

- ☐ Amount of state/local income tax paid (other than wage withholding).
- ☐ Sales Tax Rate in your county.
- ☐ Invoice showing amount of vehicle sales tax paid.
- ☐ Statement showing the amount of real estate taxes paid.
- ☐ Records of personal property taxes paid.

Financial Information

- ☐ Bank statements showing interest income received (Form 1099-INT).
- ☐ All forms 1099-B, 1099-DIV, 1099-INT.
- ☐ Your bank account and routing number for direct deposit of refund or direct debit of tax owed.
- ☐ A list of any estimated tax payments you made and the date paid.
- ☐ Forms 1098 for amount of mortgage interest paid.

Educational Expenses

- ☐ Forms 1098-T from educational institutions.
- ☐ Receipts that itemize qualified educational expenses.
- ☐ Records of any scholarships or fellowships you received.
- ☐ 529 Statement if you withdrew money from a 529 Plan.
- ☐ Statement from a 529 (or college plan) if you contributed to a Plan.
- ☐ Form 1098-E if you paid student loan interest.

Job-Related Expenses

- ☐ Receipts for classroom expenses (for educators in grades K-12).
- ☐ Receipts for expenses paid out of pocket if you are in the Reserves or National Guard.