

# Individual Tax Documentation Checklist

Use this checklist to gather all the documents you'll need for your tax return

## General Taxable Income

- Alimony Received or Paid
- Dividend Income Statements: Form 1099-DIV
- Interest Income Statements: Form 1099-INT & 1099-OID
- Miscellaneous Income: Form 1099-MISC
- Sales of Real Estate: Form 1099-S
- Sales of Stock, Land, etc.: Form 1099-B
- State Tax Refunds: Form 1099-G
- Unemployment Compensation Received
- W-2 Form(s) for Wages, Salaries, and Tips

## Retirement Income

- Railroad Retirement & Social Security Income: Form SSA-1099
- Retirement Income: Form 1099-R

## Business Income

- Business Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts, and S-Corporations
- Rental Income and Expenses
- Tax Deductible Miles Traveled for Business Purposes

## Tax Credits Checklist

- Adoption Expense Information
- Child Care Provider Address, I.D. Number and Amounts Paid
- First Time Home Buyer Tax Credit
- Foreign Taxes paid

## Expense and Tax Deduction Checklist

- Amount Paid to Professional Preparer Last Year
- Casualty and Theft Losses
- Charitable Cash Contributions
- Doctor and Dentist Payments
- Fair Market Value of Non-cash Contributions to Charities
- Home Mortgage Interest from Form 1098
- Home Second Mortgage Interest Paid
- Hospital and Nurse Payments
- Investment Expenses

- IRA Contributions
- Job-hunting Expenses
- Last Year's Tax Preparation Fee
- Medical Expenses for the Family
- Medical Insurance Paid
- Miles Traveled for Volunteer Purposes
- Miles Traveled for Medical Purposes
- Miles Traveled Related to Your Job
- Moving Expenses
- Personal Property Taxes Paid
- Prescription Medicines and Drugs
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return (if itemized)
- Student Loan Interest Paid
- Tax Deductible Unreimbursed Expenses Related to Your Job
- Union and Professional Dues
- Unreimbursed Expenses Related to Volunteer Work

#### **Tax Estimate Payments Checklist**

- Estimated Tax Payments Made with ES Vouchers
- Last Year's Tax Return Overpayment Applied to This Year
- Off Highway Fuel Taxes Paid

#### **General Information**

- Bank Account Number (BAN) (For direct deposit/debit purposes)
- Child Care Expenses for Each Dependent
- Copy of Last Year's Tax Return
- Dependents' Names, Years of Birth, and Social Security Numbers
- Dependents' Post High School Educational Expenses
- Educational Expenses for You and Your Spouse
- Prior Year Adjusted Gross Income (AGI) & Personal Identification
- Routing Transmit Number (RTN) (For direct deposit/debit)
- Social Security Numbers for You and Your Spouse
- Driver's License Number, Issue Date and Expiration Date for You and Your Spouse