

# TAX DOCUMENT CHECKLIST

Documents you will need to bring to prepare your taxes.

Use this checklist to prepare for your taxes to ensure you get all the credits and deductions you deserve.

## PERSONAL INFORMATION

- Tax Identification Numbers (ITIN'S or SSN'S) and birthdates for everyone included on your return (spouse, parents, children, etc.)
- Amount of alimony paid and ex-spouse's Social Security Number
- Childcare records (including the provider's ID number), if applicable.
- Updated Driver's License information: Number, Issue and Expiration Date

## LAST YEAR'S TAX RETURN

- Last year's tax return and amount paid for preparing the tax return. If I prepared last year's return, I have a copy.
- Amount of estimated tax paid to state or federal.

## INCOME, INVESTMENTS, & RETIREMENT

- All forms that say W-2, 1098, 1099, Schedule K-1, 1095 A, B, or C, or 1044's.
- Records of any contributions made to IRA'S, other retirement plans, 529 plans or education savings accounts.
- Purchase date and total investment in any stocks sold.
- Final closing settlement statements for any real estate purchased, sold, or re-financed.
- Expenses related to your investments.
- Records of other income and expenses (jury duty, gambling, alimony, unemployment, etc.)
- Records of business income and expenses if you are an independent contractor, self-employed or own rental real estate, including business mileage.

## EDUCATION

- Records of tuition and other higher education expenses, and Form 1098-T.
- Student loan interest paid (Form 1098-E).
- Education scholarships and fellowships.

## ITEMIZED DEDUCTIONS

- All 1098 Forms
- Mortgage interest, real estate tax (if not reported on a 1098) and personal property tax records, such as registration for vehicles, RV's, boats, etc.
- Prior year state/local income tax paid.
- Records of cash/check contributions donated to houses of worship, schools, and other charitable organizations.
- Records/receipts of non-cash charitable donations.
- Records of miles driven for charitable/medical purposes.
- Records of any property lost or damaged due to natural disaster or theft.

## HEALTHCARE

- Form 1095-A, if you enrolled in an insurance plan through the Marketplace (Exchange).
- Marketplace exemption certificate if you applied for and received an exemption from the Marketplace (Exchange). Example: Covered California
- Form 1095-B or Form 1095-C, if you have insurance through a government plan, private plan or employer plan.
- HSA information (Forms 5498-SA, 1099-SA) and receipts.