



Tax Document Checklist

Personal information

- Social Security numbers and dates of birth for you, your spouse and your dependents
- Copy of last year's tax returns for you and your spouse (if not prepared by this office)
- Bank account and ABA routing numbers plus type of account, if depositing your refund directly into or debiting your payment directly from your account

Information about your income

- W-2, Wages and tax withholding statements for you and your spouse
- 1099-INT, 1099-DIV, 1099-B, for investment income
- 1099-G, for unemployment income, lottery and state or local tax refunds
- 1099-MISC, for rents, royalties and other income
- 1099-NEC, for self-employment/independent contractor work
- 1099-R, for payments/distributions from IRAs or retirement plans
- 1099-S, for income from sale of real estate
- 1099-K forms for Payment Card and 3rd party Network Transactions (typically online sales)
- K-1s for trust, partnership and S-corporation income
- SSA-1099 for Social Security benefits received
- 1099-SA, for distributions from Health Savings Accounts
- Business income and expenses: profit/loss statement
- Rental property income and expenses: profit/loss statement
- Form 1042-S for income payments to a foreign person
- Miscellaneous income: jury duty, gambling winnings, alimony, scholarships, etc.



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Deductions and Credits

- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- Form 5498-SA, Health Savings Account contribution
- Self-employed health insurance payment records
- Alimony paid
- Keogh, SEP, SIMPLE, and other self-employed pension plans
- Childcare costs: provider's name, address, tax ID, and amount paid
- Education costs: Forms 1098-T and/or 1098-E
- Adoption costs: SSN of child; records of legal, medical and transportation costs
- Form 1098: Mortgage interest, private mortgage insurance (PMI), points you paid, closing statements pertaining to real estate transactions
- Investment interest expenses
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- Medical and dental expense records
- Casualty and theft losses: amount of damage, insurance reimbursements
- Records of home business expenses, home size/office size, home expenses



Tax Document Checklist

Taxes you've paid

- Estimated tax payments made during the year
- Prior-year refund applied to current year
- Real estate taxes paid
- Personal property taxes
- Excise taxes paid

Other information

- Foreign bank account information: location, name of bank, account number, peak value of account during the year (VMS Foreign Asset Questionnaire)
- Any other supporting documents (schedules, spreadsheets, etc.)
- Any tax notices received from the IRS or other taxing authorities
- IRS Identity PIN Letter
- 1099-HC for Massachusetts residents