

Tax Document Checklist

Personal documents needed to file taxes

- Your Social Security number or tax ID number
- Your spouse's full name and Social Security number or tax ID number
- Your unexpired government issued ID
- Your spouse's unexpired government issued ID

Tax documents needed for dependents

- Dates of birth and Social Security numbers or other tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Form 8332 when the child's custodial parent is releasing their right to claim a child to the noncustodial parent (if applicable)

Income sources

- **Savings & Investment or Dividends**
 - Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
 - Income from sales of stock or other property (1099-B, 1099-S)
 - Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
 - Expenses related to your investments
 - Record of estimated tax payments made (Form 1040ES)
 - 1099-B, 1099-K or 1099-MISC from cryptocurrencies, NFTs and all other similar type income or loss
- **Childcare Expenses**
 - Daycare paid for a child under age 13 so the taxpayer (and spouse) can work
 - Wages paid to a dependent caretaker
- **Employed**
 - Forms W-2
- **Unemployed**
 - Unemployment (1099-G)
- **Self-Employed**
 - Forms 1099-NEC and 1099-K
 - Income records to verify amounts not reported on 1099s

- Records of all expenses – check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Home office information, if applicable
- Record of estimated tax payments made (Form 1040ES)
- **Rental Income**
 - Records of income and expenses
 - Rental asset information (cost, date placed in service, etc.) for depreciation
 - Record of estimated tax payments made (Form 1040ES)
- **Retirement Income**
 - Pension/IRA/annuity income (1099-R)
 - Traditional IRA basis (prior-year Forms 8606 showing amounts already taxed)
 - Social Security/RRB income (SSA-1099, RRB-1099)
- **Savings & Investments or Dividends**
 - Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
 - Income from sales of stock or other property (1099-B, 1099-S)
 - Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
 - Expenses related to your investments
 - Record of estimated tax payments made (Form 1040ES)
 - 1099-B and/or 1099-DIV from cryptocurrencies, NFTs and all other similar type income or loss
 - Cost of all cryptocurrencies, NFTs and other similar type of income sales
- **Other Income & Losses**
 - State refunds (Form 1099-G)
 - Income from K-1s either as investment or as active owner
 - Gambling income (W-2G or records showing income, as well as expense records)
 - Jury duty records
 - Hobby income and expenses
 - Prizes and awards
 - Trusts
 - Royalties (1099-MISC)
 - Any other 1099s received
 - Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC) Deductions

- **Home Ownership**
 - Form 1098 or other mortgage interest statements
 - Real estate and personal property tax records
- **Charitable Donations**
 - Cash amounts donated to religious organizations, schools, other charitable organizations
 - Records of non-cash charitable donations
 - Amounts of miles driven for charitable purposes
- **Medical Expenses**
 - Amounts paid for healthcare insurance and to doctors, dentists, hospitals
 - Miles driven for medical purposes
 - Travel expenses for medical, including hotels, planes, tolls, parking, etc
- **Health Insurance**
 - Form 1095-A if you have health insurance through a State Marketplace (Exchange)
- **Childcare Expenses**
 - Daycare paid for a child under age 13 so the taxpayer (and spouse) can work
 - Wages paid to a babysitter
- **Educational Expenses**
 - Forms 1098-T from educational institutions
 - Receipts for qualified educational expenses
 - Records of scholarships or fellowships
 - Form 1098-E for student loan interest
- **State & Local Taxes or Sales Tax**
 - Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
 - Invoice for large item purchases such as cars, boats, motorcycles etc.
 - Amount of real estate taxes paid
 - Amount of personal property taxes paid
- **Retirement & Other Savings**
 - Form 5498-SA showing HSA contributions
 - Form 5498 showing IRA contributions
 - All other 5498 series forms (5498-QA, 5498-ESA)
- **Federally Declared Disaster**
 - City/county you lived/worked/had property in
 - Records to support property losses (appraisal, clean-up costs, etc.)
 - Records of rebuilding/repair costs

- Insurance reimbursements/claims to be paid
- FEMA assistance information