A picture containing logo

Description automatically generated

**Document Checklist (Individual)**

PERSONAL INFORMATION

* Copy of your Driver’s License
* Copy of your Social Security Number or Tax ID number
* Copy of your spouse’s DL and SSN (if applicable)
* Identity Protection Pin, if one has been issued to you, your spouse or your dependent by the IRS
* Routing and accounting numbers for direct deposit refund or pay balance due if you choose
* Copy of your Prior year tax return

DEPENDENT(S) INFORMATION

* Copy of your dependent information (DOB, SSN or Tax ID #)
* Form 8332, releasing the right to claim exemption by custodial parent to noncustodial parent
* Childcare Expense records (including your provider’s Tax ID #)
* Income of dependents (if applicable)

SOURCES OF INCOME

1. **Employed**

* Form W-2

1. **Unemployed**

* Unemployment (1099-G)

1. **Self Employed**

* Forms 1099-MISC or 109-NEC, Schedules K-1, income records to verify information not reported Forms 1099 (ex. P&L)
* Record of all expenses (receipts, Check registers or credit card statements)
* Business use asset information (cost, date placed in service etc.) for depreciation
* In home office information (home size/office size, utilities expense if applicable)
* Inventory records (beginning inventory, purchases and ending inventory)
* Mileage log records, including total miles and total business miles driven for the year
* Form 1040-ES, Record of any estimated tax payments made

1. **Rental Income**

* Income and expense records for asset(s)
* Rental Asset information (cost, date placed in service) for depreciation
* Record of any estimated tax payments made (Form 1040-ES)

1. **Retirement Income**

* Pension/IRA/annuity income (1099-R) or Form 8606 for payments/distributions.
* Traditional IRS basis ( i.e. amounts you contributed to your IRA that were already taxed)
* Social Security/RRB Income (SSA-1099/RRB-1099)

1. **Savings, Investments & Dividends**

* Interest and dividends 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). Form 1099-S for income from sale of property.
* Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
* Expenses related to your investments.
* Record of estimated tax payments made (Form 1040–ES).
* Transactions involving cryptocurrency (Virtual currency). Statements or Form 8949.

1. **Other Income & Losses**

* Gambling income (W-2G or records showing income, as well as expense records).
* Jury duty records.
* Hobby income and expenses.
* Prizes and awards.
* Trust income.
* Royalty Income 1099–MISC.
* Any other **1099s** received for example 1099-C. for any debt cancelation.
* Record of alimony paid/received with ex-spouse’s name and SSN
* State tax refund.

TYPES OF DEDUCTIONS.

1. **Home Ownership**

* Forms 1098 or other mortgage interest statements.
* Real estate and personal property tax records.
* Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
* All other 1098 series forms.

1. **Charitable Donations**

* Cash amounts donated to houses of worship, schools, other charitable organizations.
* Records of non-cash charitable donations.
* Amounts of miles driven for charitable or medical purposes.

1. **Medical Expenses**

* Amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals.

1. **Health Insurance**

* Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange).

1. **Childcare Expenses**

* Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
* Amounts paid to a baby-sitter or provider care of your child under age 13 while you work.
* Expenses paid through a dependent care flexible spending account at work.

1. **Educational Expenses**

* Forms 1098-T from educational institutions.
* Receipts that itemize qualified educational expenses.
* Records of any scholarships or fellowships you received.
* Form 1098-E if you paid student loan interest.

1. **K-12 Educator Expenses**

* Receipts for classroom expenses (for educators in grades K-12).

1. **State & Local Taxes**

* Amount of state and local income or sales tax paid (other than wage withholding).
* Invoice showing amount of vehicle sales tax paid and / or personal property tax on vehicles.

1. **Retirement & Other Savings.**

* Form 5498-SA showing HSA contributions.
* Form 5498 showing IRA contributions.
* All other 5498 series forms (5498-QA, 5498-ESA)

1. **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.

**OTHER INFORMATION**

* Foreign bank account information: location, name of bank, account number, peak value of account during the year, if more than $10,000 at any time for 2022 year.
* Foreign Tax Paid and Foreign Income
* If you are no resident alien, how many days did you spent at the United States for the last three years.

For more tax information follow us on social media:

Instagram: [www.instagram.com/exceltaxpros](http://www.instagram.com/exceltaxpros)

Twitter: [www.twitter.com/exceltaxpros](http://www.twitter.com/exceltaxpros)