

Your ultimate

TAX PREP CHECKLIST

BASICS FOR NEW FILERS

- social security numbers
(tax payers and dependents)
- date of Birth
(tax payers and dependents)
- bank account/routing number
- copy of last year's tax return

INCOME

- w-2's
- state refund payments
- 1099's for all forms of income
- Unemployment

RENTAL PROPERTIES

- 1098s: (interest on mortgage)
- paid real estate taxes
- insurance premiums
- purchase/sale records aka closing documents
(home, rental property, etc.)
- rental income and expenses
(for rental related issues)
- mileage
- receipts: for rental upgrades, repairs, etc.
- other expenses such as HOA fees

DONATIONS

- charitable contribution receipts
- volunteer expense deductions

BUSINESS OWNERS

- tax ID #/ss4 letter
- health insurance premiums
- business income and expenses
- list of assets and equipment
(in excess of \$2500 per invoice)
- mileage logs

DEDUCTIONS AND ADJUSTMENTS TO INCOME

- medical/dental expenses
- medical, dental, vision premiums made and/or long term care premiums
- vehicle purchase sales tax
- student loan interest
- educator expense for out of pocket teaching/classroom supplies (not to exceed \$250)
- IRA and HSA contributions

CREDITS

- higher education expenses
(school supplies, electronics, tuition)
- childcare expenses (per child) with name, address, and tax ID of child care provider
- energy efficient upgrade expenses
(roof, hvac, exterior windows, doors, etc.)

OTHER MISC.

- record of estimated tax payments
- drivers licenses
- virtual currency trading information
- economic Impact Payments AKA: stimulus payments letter number 6475
- advance child tax payments letters 6419