



2021.22 Training

Subject: Tax Checklist | Talking Points

Table Of Contents

[Personal](#)

[Dependent\(s\)](#)

[Income](#)

[Deductions](#)



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An in-depth checklist of everything you'll need to file your taxes properly and get all the credits and deductions you're entitled to, with the help of a Tax Pro.

What do you need to file your taxes? We are here to help.

Below is a tax checklist including the documents and forms you'll need to get started on your taxes, whether you see a Tax Pro or do them yourself.

Personal

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

Dependent(s)

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

Income

- **Employed**
 - Forms W-2
- **Unemployed**
 - Unemployment (1099-G)
- **Self-Employed**

- Forms 1099-MISC 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)
- **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
 - Record of alimony paid/received with ex-spouse's name and SSN
 - 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 houses of worship, 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)
 - Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
 - Exemption certificate (ECN) if you applied for and received an exemption from your State Marketplace
- **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 showing amount of vehicle sales tax paid

- 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