Tax Preparation Checklist

Before you begin to prepare your income tax return documents, go through the following checklist, and use as a guide to help you gather your documents.

PERSONAL INFORMATION

- ☐ Full legal names, dates of birth and social security numbers
- ☐ Identity protection PIN, if one has been issued to you, your spouse, or your dependent(s) by the IRS.
- ☐ Bank account number and routing number, if depositing your refund directly into your account. We can use a voided check.
- ☐ Copy of driver's licenses for you and spouse or issue date and expiration date if we already have the original on file.
- ☐ Copies of your last year's tax return if you are a new client

DEPENDENT(S) INFORMATION

- ☐ Full legal names, dates of birth and social security numbers
- ☐ Childcare records (including provider's tax ID #)

EMPLOYMENT

- ☐ Form W-2
- ☐ Self-Employment: If new single member LLC activity, please provide organizing documents, such as IRS EIN letter, operating agreement, and articles of incorporation.
- ☐ Self-Employment: Form 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or 1099-NEC
- ☐ Self-Employment: Records of all expenses – check registers, bank and/or credit card statements, and receipts. Please note that HHB may evaluate bookkeeping fees if you are not already set up on a plan and we need to summarize and categorize check registers, bank and/or credit card statements, and receipts.
- ☐ Self-Employment: Payment Card and Third-Party Network Transactions – Form 1099-K
- ☐ Self-Employment: Business-use asset information (cost, date placed in service, etc.) for depreciation. This generally applies to assets costing more than $2,500 to be used in the long-term.
- ☐ Self-Employment: Home office information

RENTAL INFORMATION

- ☐ Record of income – Form 1099-MISC or management company summary if applicable to support income
- ☐ Record of expenses – check registers, bank and/or credit card statements, and receipts. Please note that HHB may evaluate bookkeeping fees if you are not already set up on a plan and we need to summarize and categorize check registers, bank and/or credit card statements, and receipts.
- ☐ Rental asset information (cost, date placed in service, etc.) for depreciation. This generally applies to assets costing more than $2,500 to be used in the long-term.

RETIREMENT & OTHER SAVINGS

- ☐ Pension/IRA/Annuity income – 1099-R
- ☐ Social security/RRB income – SSA-1099, RRB-1099
- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA Contributions
- ☐ Keogh, SEP, SIMPLE and other self-employed pension plan

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SAVINGS & INVESTMENTS

- ☐ Interest, dividend income – 1099-INT, 1099-OID, 1099-DIV
- ☐ Income from sales of stock or other property – 1099-B
- ☐ Dates of acquisition and records of your cost or other basis in property you sold (if not reported on 1099-B)
- ☐ Health Savings Account and long-term care reimbursements – 1099-SA or 1099-LTC
- ☐ Transactions involving cryptocurrencies

OTHER INCOME AND LOSSES

- ☐ Unemployment – 1099-G
- ☐ Gambling income – W-2G or records showing income, as well as expense record.
- ☐ Hobby income and expenses
- ☐ Prizes and awards or scholarships
- ☐ Trust income – 1041 K-1
- ☐ Royalty Income – 1099-MISC
- ☐ Record of alimony paid/received with ex-spouse's name and SSN (only applicable for agreements entered before Jan. 1, 2019)
- ☐ Cancellation of debt – 1099-C

HOME & VEHICLE OWNERSHIP

- ☐ Mortgage interest statements – 1098-MIS (if total outstanding debt exceeds $750,000, please provide beginning and ending balances for the year)
- ☐ Real estate taxes
- ☐ Personal property taxes (vehicles, trailers, etc.)
- ☐ Sale of home – 1099-S & HUD statements for purchase and sale (if inherited or gifted originally, please provide legal documentation or other documentation of fair market value or cost)

CHARITABLE DONATIONS

- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☐ Records of non-cash charitable donations (if a non-cash donation exceeds $500, please see IRS Form 8283 for information an HHB staff may reach out for, including organization, date of donation, etc.)
- ☐ Number of miles driven for charitable or medical purposes

MEDICAL EXPENSES/HEALTH INS

- ☐ Amounts paid for healthcare to doctors, dentists, and hospitals.
- ☐ Amounts paid for qualified insurance premiums if paid outside the Marketplace or an employer provided plan.
- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace.
- ☐ Self-employed health insurance payment records

ADJUSTMENTS TO YOUR INCOME

- ☐ Form 1098-E for student loan interest paid (or loan statements for student loans)
- ☐ Form 1098-T for tuition paid
- ☐ If K-12 educator, up to $250 of educator expenses

TAXES PAID

- ☐ Estimated tax payments made during the year (if multiple payments, please include the date along with the amount of each payment)