

Tax Filing Checklist Documents and Information

Please use this checklist to have your documents available prior to completion of the online Tax Organizer.

1. **Personal Information:** This information tells the IRS exactly who's filing, who should be included on your tax return, and where to deposit your tax refund. Please upload this information when completing the Tax Organizer:
 - ☐ Copy of state issued ID for you, your spouse.
 - ☐ Social Security Card for you and dependents or documentation confirming SSN.
 - ☐ Dates of birth for you, your spouse, your dependents
 - ☐ Copies of last year's tax return for you and your spouse/partner. Included copies of any amendment tax returns filed following your original filing.
 - ☐ Bank account number and routing number, if depositing your refund directly into your account

2. **Any documentation or correspondence received from the IRS if tax preparation is for an earlier tax year. Please provide the following as applicable:**
 - ☐ **CP01A Notice** containing your unique 6-digit IP PIN issued by the IRS if you are assigned one each year.
 - ☐ Any other letters and/or information on communication received from the IRS or your local state tax authority.

3. **Possible Tax Forms containing Income Information:** You may or may not have these documents based on your unique tax situation. Please have available to upload during the completion of the Tax Organizer:
 - ☐ W-2 forms for you and your spouse
 - ☐ 1099-C forms for cancellation of debt
 - ☐ 1099-G forms for unemployment income, or state or local tax refunds
 - ☐ 1099-MISC forms for you and your spouse (for any independent contractor work)
 - ☐ 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
 - ☐ 1099-S forms for income from sale of a property
 - ☐ 1099-INT, -DIV, -B, or K-1s for investment or interest income
 - ☐ SSA-1099 for Social Security benefits received
 - ☐ Alimony received
 - ☐ Business or farming income - profit/loss statement, capital equipment information
 - ☐ Rental property income and expenses: profit/loss statement, suspended loss information
 - ☐ Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
 - ☐ Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.

4. **Possible tax forms containing Income Adjustments:** The following items can help reduce your taxable income. This can result in an increased tax refund or a lower amount if owing. To claim these that you deserve, provide the following documentation listed.

- ☐ Form 1098-E for student loan interest paid (or loan statements for student loans)
- ☐ Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- ☐ For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- ☐ Records of any IRA contributions made during the year
- ☐ Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- ☐ Records of Medical Savings Account (MSA) contributions
- ☐ Self-employed health insurance payment records
- ☐ Records of moving expenses
- ☐ Alimony paid
- ☐ Keogh, SEP, SIMPLE, and other self-employed pension plans

5. **Credits & Deductions:** The government offers a number of credits and deductions which can lower for individuals. To claim these that you deserve, provide the following documentation listed.

- ☐ Child care costs: provider's name, address, tax ID, and amount paid
- ☐ Education costs: Form 1098-T, education expenses
- ☐ Adoption costs: SSN of child; records of legal, medical and transportation costs
- ☐ Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- ☐ Investment interest expenses
- ☐ Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- ☐ Medical and dental expense records
- ☐ Casualty and theft losses: amount of damage, insurance reimbursements
- ☐ Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- ☐ Records of home business expenses, home size/office size, home expenses
- ☐ Rental property income/expenses: profit/loss statement, rental property suspended loss information

6. **Any Taxes Paid (outside of normal employment):**

- ☐ Estimated tax payments made during the year (self-employed). These should not include tax payments made through your normal W2 payroll.
- ☐ State and local income taxes paid

- ☐ Real estate taxes paid
- ☐ Personal property taxes
- ☐ Vehicle license fees based on value of vehicle

7. Other Information:

- ☐ Last 2 years of completed tax returns (2023 and 2024).
- ☐ Amended return copies for prior year.
- ☐ Prior-year refund applied to current year and/or any amount paid with an extension to file
- ☐ Foreign bank account information: location, name of bank, account number, peak value of account during the year.