

MY PERSONALIZED TAX PREPARATION CHECKLIST

PERSONAL INFORMATION

- ☐ Social Security numbers (self, spouse, dependents)
- ☐ Birth dates of dependents
- ☐ Copy of last year's tax return
- ☐ Direct deposit information (bank account and routing numbers)
- ☐ Identity protection PIN (if applicable)

INCOME DOCUMENTATION

- ☐ W-2 forms from all employers
- ☐ 1099-NEC forms for self-employment or contract work
- ☐ 1099-INT forms for interest earned
- ☐ 1099-DIV forms for dividends received
- ☐ 1099-G forms for unemployment income or state refunds
- ☐ 1099-R forms for retirement distributions
- ☐ 1099-MISC for miscellaneous income
- ☐ 1099-K for payment platform transactions (PayPal, Venmo, etc.)
- ☐ SSA-1099 for Social Security benefits
- ☐ Schedule K-1 for partnership, S-Corp, or trust income
- ☐ Alimony received
- ☐ Rental property income records
- ☐ Income from sale of property or assets
- ☐ Cryptocurrency transactions

DEDUCTIONS & CREDITS DOCUMENTATION

- ☐ Homeownership records
 - ☐ Mortgage interest statements (Form 1098)
 - ☐ Property tax payments
 - ☐ Home office expenses (if self-employed)
 - ☐ Home improvements for medical purposes or energy efficiency
- ☐ Education expenses

- ☐ Tuition payments (Form 1098-T)
- ☐ Student loan interest (Form 1098-E)
- ☐ 529 plan contributions or distributions
- ☐ Education credits documentation
- ☐ Medical expenses
 - ☐ Healthcare provider bills
 - ☐ Prescription costs
 - ☐ Health insurance premiums (if not pre-tax)
 - ☐ Medical travel expenses
 - ☐ Long-term care costs
- ☐ Charitable contributions
 - ☐ Cash donation receipts
 - ☐ Non-cash donation receipts with fair market value
 - ☐ Volunteer expenses (mileage, etc.)
- ☐ Retirement contributions
 - ☐ IRA contributions
 - ☐ 401(k) or 403(b) contributions
 - ☐ Self-employed retirement plan contributions
- ☐ Self-employment expenses
 - ☐ Business income and expense records
 - ☐ Home office measurements and expenses
 - ☐ Mileage log and vehicle expenses
 - ☐ Health insurance premiums
 - ☐ Estimated tax payment receipts
- ☐ Child and dependent care expenses
 - ☐ Provider's name, address, and tax ID
 - ☐ Amount paid per child
- ☐ State and local taxes paid
- ☐ Estimated tax payments made during the year

TAX PREPARATION TIMELINE

- ☐ JANUARY
 - ☐ Create tax folder or digital organization system
 - ☐ Gather last year's return
 - ☐ Begin collecting tax documents as they arrive
- ☐ FEBRUARY
 - ☐ Ensure all tax forms have been received
 - ☐ Organize receipts and documentation for deductions

- ☐ Research tax law changes affecting your situation
- ☐ MARCH
 - ☐ Schedule appointment with tax professional or prepare filing software
 - ☐ Gather any missing documentation
 - ☐ Begin preliminary tax return preparation
- ☐ APRIL
 - ☐ Complete final review of tax documents
 - ☐ File tax return or extension by deadline
 - ☐ Pay any taxes due
 - ☐ Store completed return and supporting documents

FINAL VERIFICATION

- ☐ All income properly reported
- ☐ All eligible deductions and credits claimed
- ☐ Math double-checked
- ☐ All required forms signed and dated
- ☐ Copies made of complete return and supporting documents
- ☐ Electronic filing confirmation received or return properly mailed
- ☐ Payment arrangements made for any taxes due
- ☐ Tax appointment scheduled for next year (optional)

NOTES FOR NEXT YEAR

(Record any changes to make next year's process smoother)
