

Year-end 1040 Checklist

The following checklist will help you collect the documents you'll need to file your tax return.



- **Your last 3 years' tax returns** (*new client*). Maybe we can amend and save money.
- **Social Security numbers and dates of birth** for all taxpayers, spouses and dependents.
- **Copy of Driver's License.** For taxpayer & spouse.
- **W-2 Forms.**
- **Your last paycheck stub of the year** is full of useful information.
- **1099 Forms for interest, dividends, retirement, Social Security, unemployment, and other income** need to be entered correctly to comply with the IRS matching program.
- **Property tax statements** contain important information. They list the tax (deductible) and special assessments (not deductible).
- **Forms 1098 for mortgage interest** need to be entered as printed. The IRS cross checks.
- **Year-end statements from investment accounts** with transaction details for the year.
- **Assets held outside the USA.** Bring statement(s). Such assets must be disclosed even if they do not generate income.
- **Purchase and sale information**, including dates, relating to anything sold is needed. Include sales denominated in ANY type of currency (including virtual currencies like Bitcoin).
- **Child care provider information** (name, address, SS#, amount paid) is needed for the child care credit (*even if you are reimbursed at work*).
- **Names, addresses, and Social Security numbers** from whom you received interest, or to whom you paid interest.
- **Bankruptcy or divorce papers** (if applicable).
- **If you paid an individual person \$600 or more for services rendered in connection with your business**, please provide their name, address, and tax ID number.
- **Records showing income and expense for any business or rental property you own** will be needed. Records of business and personal mileage are required for automobile deductions.
- **If you have an investment in a Partnership, S Corporation, Estate or Trust** you will need to bring Form K-1.
- **Bring IRA year-end statements.**
- **Bring all other statements of income**, whether you think they are taxable or not.
- **Forms 1098-T** amounts paid for post-secondary tuition are sent to the student. If the student is your dependent you must get it from them. Bring receipts.
- **Forms 1099-Q** for distributions from education savings plans.
- **Bring your records of estimated taxes paid.**
- **Student loan interest forms 1098-E.**
- **Adoption costs** if applicable. Also bring the legal adoption documents.
- **Form 1098-C** for donations of automobiles or boats.
- **Details on all noncash donations.** Include date, place, fair market value, and original cost.
- **If you purchased a new electric plug-in vehicle**, bring the year, make and purchase date.
- **If you purchased solar-electric or solar water heating systems bring receipts.**
- **Bring a voided check for direct deposit** of any refunds you expect to receive.
- **Noncustodial parents claiming children** need a signed IRS Form 8332 to claim the child.
- **If your mortgage was forgiven due to foreclosure**, bring Form 1099-C or 1099-A.
- **If you bought a new home or refinanced your existing home** bring the closing papers.
- **If you received Forms 1099-K for internet or credit card sales** please bring them.
- **Proof of health insurance is needed.** Bring Form 1095 if you received one.
- **Health Savings Account (HSA).** Bring forms 5498-SA and 1099-SA for yourself and spouse.
- **Out of pocket medical expenses** may be deductible (if large). Bring details.