Year-End 1040 Checklist

The following checklist will help you collect the documents needed to file your tax return.

☐ Your last 3 years' **tax returns** *(new clients only).*
☐ **Social Security numbers and dates of birth** for taxpayers, spouses and dependents.
☐ Copy of **Driver's License** for taxpayer and spouse.
☐ **Noncustodial parents** claiming children need a signed IRS Form 8332.
☐ **W-2** Forms.
☐ **1099 Forms** for interest, dividends, sales, retirement, Social Security, self-employment, unemployment, etc. << *Remember to download and print statements from online accounts that don't send paper tax forms.*
☐ **Form 1095-A** for health insurance purchased on healthcare.gov (or your state's ACA insurance marketplace).
☐Your **last paycheck stub** of the year (for each job if no tax docs received).
☐ **IP PIN**. The IRS sends notice CPO1A by mail if identity theft is suspected. You can't reuse your PIN from last year.
☐ Statements for **real estate and personal property taxes**.
☐ **Forms 1098 and 1099-INT** for mortgage interest.
☐ **Foreign accounts**. Bring statements. Such assets must be disclosed even if they do not generate income.
☐ If you bought, sold, or refinanced a home bring the **settlement statement.**
☐ **Purchase and sale** information, including dates, relating to anything sold.
☐ **Stock options & ESPPs. Form 1099- B** and supplemental statements showing "ordinary" income reported on form W-2.
☐ **Cryptocurrency**. Bring details including dates, proceeds, and original cost.
☐ Forms **W2-G** for **gambling** winnings. Bring a log of gambling sessions (if available).
☐ **Child care** provider information (name, address, tax ID#, amount paid). *Required even if you have a daycare flex account 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).
☐ **Alimony** paid or received for divorces executed before 1/1/19. Provide dollar amount & SSN of payer/recipient.
☐ If you **paid an individual $600 or more for services in connection with your business**, please provide their name, address, and tax ID#.
☐ Records showing **income and expense for business and/or rental property you own**. Records of business and personal mileage are required for automobile deductions.
☐ **Form K-1** if you have an interest in a Partnership, S-Corporation, Estate or Trust.
☐ **IRA** (traditional, Roth, SEP, Simple) year-end statements.
☐ Bring details for **all income, whether or not you think it's taxable.** Don't forget barter, hobby, settlements, prizes, gifts, foreign, etc, etc.
☐ **Forms 1098-T for post-secondary tuition payments** are sent to the student. If the student is your dependent you must get it from them.
☐ Forms **1099-Q** for education savings plan distributions.
☐ **Student loan interest** form 1098-E.
☐ **Estimated taxes paid** (include amount and date).
☐ **Adoption costs.** Also bring the legal adoption documents.
☐ **Charitable donations.** Bring separate totals for cash and noncash contributions. Bring receipts. For noncash donations totaling over $500 include date, place, fair market value, and original cost.
☐ **Qualified Charitable Distributions** from an IRA. Provide documentation.
☐ Form **1098-C** for donations of automobiles or boats.
☐ If you purchased a qualifying new or used **plug-in vehicle (EV),** bring the Clean Vehicle Seller Report (provided by the dealership if the EV qualifies).
☐ If you installed **solar, wind, geothermal, EV charging station, or fuel-cell systems** bring receipts and details.
☐ If you installed an **energy efficient furnace, central AC, water heater, windows, doors, insulation, heat pump, etc.** bring receipts and details.
☐ If debts were forgiven, bring Form **1099-C or 1099-A.**
☐ Forms **1099-K** for internet or credit card income.
☐ **Health Savings Account (**HSA) contributions and distributions.
☐ Bring forms **1099-SA and 5498-SA**
☐ Out of pocket **medical expenses** may be deductible (if large). Bring details.
☐ Form **1099-LTC** for long-term care policy benefits paid.
☐ **Employee Retention Credits? Bring** details. You may have to amend a return for the tax year the credits were paid.
☐ Bring a **voided check for** direct deposit of any refunds you expect to receive.