

Individual Tax Preparation Checklist

Our individual tax preparation checklist is the perfect tool to help you get organized before you file. Depending on your situation, you may need some or all of the items listed below.



Personal Information

- ☐ Social Security numbers (SSN)/tax ID numbers for you, your spouse, and your dependents
- ☐ Copy of last year's tax return (optional)
- ☐ Bank account number and routing number (if electing direct deposit of refund)

General Income

- ☐ W-2s for you and your spouse (if applicable)
- ☐ Tips received but not reported on a W-2
- ☐ Unemployment income or state/local tax refunds (Form 1099-G)
- ☐ Self-employment income (Form 1099-NEC or 1099-K) and expenses:
 - ☐ Vehicle expenses & mileage logs
 - ☐ Home office information
 - ☐ Depreciation schedule
 - ☐ Payments to subcontractors
 - ☐ Travel and meals
 - ☐ Supplies
 - ☐ Utilities (phone, internet, etc.)
 - ☐ Equipment
- ☐ Interest and investment income (Form 1099-INT, 1099-DIV, 1099-B & K-1s)
- ☐ Retirement distributions (Form 1099-R)
- ☐ Social Security benefits (SSA-1099)
- ☐ Alimony received (for divorce settlements prior to 2019)
- ☐ Income from the sale of property (Form 1099-S)
- ☐ Rental property income (and expenses)
- ☐ Prior year installment sale principal and interest (Form 6252)

Other Income

- ☐ Distributions from 529 plans and other Educational Savings Accounts (ESA)
- ☐ Taxable distributions from a Health Savings Account (HSA) and/or Medical Savings Account (MSA)
- ☐ Gambling and lottery winnings
- ☐ Jury duty pay
- ☐ Scholarships and fellowships
- ☐ Prizes and awards
- ☐ Hobby income
- ☐ Stock options

Deductions & Credits

There are numerous deductions and credits available, which can help lower your tax liability or even result in a refund. Documentation is required to claim these adjustments to your income. In some cases, however, you can only claim certain deductions if itemizing your taxes. Here are some of the most common that you may be eligible to take.

Deductions (if itemizing):

- ☐ State and local taxes paid, including sales tax, property tax, and income tax
- ☐ Vehicle sales tax paid
- ☐ Mortgage interest and points (Form 1098)
- ☐ Charitable donations (cash, in-kind, out-of-pocket expenses) - must include the charity's written acknowledgment for any charitable deduction of \$250 or more
- ☐ Medical and dental expenses not covered by insurance
- ☐ Casualty and theft losses
- ☐ Professional fees (professional membership dues, uniform and continuing education costs, unreimbursed travel expenses)

Other Adjustments to Income:

- ☐ Student loan interest paid (Form 1098-E)
- ☐ Retirement account contributions and rollovers (Form 5498)
- ☐ Self-employed pension plan contributions
- ☐ Self-employed health insurance payments
- ☐ MSA & HSA contributions
- ☐ Alimony paid (if divorce was executed before 2019)

Other Adjustments to Income (Continued):

- ☐ Educator expenses (up to \$300 for classroom and other supplies)
- ☐ Moving expenses (active military members)

Tax Credits:

- ☐ Childcare expenses (need name, address and tax ID for each provider)
- ☐ College expenses, including tuition, books, and other required supplies (Form 1098-T)
- ☐ Energy-efficient home improvements and home energy audits
- ☐ Electric vehicle (EV) purchase
- ☐ Health insurance purchased through the Affordable Care Act (ACA) marketplace (Form 1095-A)
- ☐ Adoption costs

Additional Documentation Needed

- ☐ Proof of medical insurance
- ☐ FEMA assistance information (if in a federally declared disaster area)
- ☐ Record of estimated tax payments made during the year
- ☐ Foreign bank account information
- ☐ Prior-year refund applied or record of any payment made with tax extension request

Our tax checklist is intended for educational purposes only and should not be viewed as legal advice. Always seek the assistance of a tax professional if you have questions concerning your eligibility for certain tax credits and deductions, and to ensure you are filing the correct forms.