

Year-End 1040 Checklist

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



- Your last years' **tax return** (*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.
- IP PIN**. The IRS sends notice CP01A by mail if identity theft is suspected. You can't reuse your PIN from last year.
- 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.*
- Statements for **real estate and personal property taxes**.
- Forms 1098 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.
- Form **1095-A** for health insurance purchased on healthcare.gov (or your state's ACA insurance marketplace).
- 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.