

# Client info checklist

*Personal documents are needed to file your taxes, please include all the documents that applies to you listed below. Any questions or regards do not hesitate to reach out and ask*

## Personal documents needed to file taxes

- Your Social Security number or tax ID number
- Your spouse's full name and Social Security number or tax ID number

## Tax documents needed for dependents

- Dates of birth and Social Security numbers or other tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable

## Income sources

- Savings & Investment or Dividends
  - Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
  - Income from sales of stock or other property (1099-B, 1099-S)
  - Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
  - Record of estimated tax payments made (Form 1040ES)
  - 1099-B, 1099-K or 1099-MISC from cryptocurrencies, NFTs and all other similar type income or loss
- Childcare Expenses
  - Daycare paid for a child under age 13 so the taxpayer (and spouse) can work
  - Wages paid to a dependent caretaker
- Employed
  - Forms W-2
- Unemployed
  - Unemployment (1099-G)
- Self-Employed
  - Forms 1099-NEC and 1099-K
  - Income records to verify amounts not reported on 1099s
  - Records of all expenses – check registers or credit card statements, and receipts
  - Business-use asset information (cost, date placed in service, etc.) for depreciation
  - Home office information, if applicable
  - Record of estimated tax payments made (Form 1040ES)
- Rental Income
  - Records of income and expenses
  - Rental asset information (cost, date placed in service, etc.) for depreciation
- Retirement Income
  - Pension/IRA/annuity income (1099-R)
  - Traditional IRA basis (prior-year Forms 8606 showing amounts already taxed)
  - Social Security/RRB income (SSA-1099, RRB-1099)
- Savings & Investments or Dividends
  - Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
  - Income from sales of stock or other property (1099-B, 1099-S)
  - Record of estimated tax payments made (Form 1040ES)
  - 1099-B and/or 1099-DIV from cryptocurrencies, NFTs and all other similar type income or loss
  - Cost of all cryptocurrencies, NFTs and other similar type of income sales

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- Other Income & Losses
  - State refunds (Form 1099-G)
  - Income from K-1s either as investment or as active owner
  - Gambling income (W-2G or records showing income, as well as expense records)
  - Jury duty records
  - Hobby income and expenses
  - Prizes and awards
  - Trusts
  - Royalties (1099-MISC)
  - Any other 1099s received
  - Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC) Deductions
- Home Ownership
  - Form 1098 or other mortgage interest statements
  - Real estate and personal property tax records
- Charitable Donations
  - Cash amounts donated to religious organizations, schools, other charitable organizations
  - Records of non-cash charitable donations
  - Amounts of miles driven for charitable purposes
- Medical Expenses
  - Amounts paid for healthcare insurance and to doctors, dentists, hospitals
  - Miles driven for medical purposes
  - Travel expenses for medical, including hotels, planes, tolls, parking, etc
- Health Insurance
  - Form 1095-A if you have health insurance through a State Marketplace (Exchange)
- Childcare Expenses
  - Daycare paid for a child under age 13 so the taxpayer (and spouse) can work
  - Wages paid to a babysitter
- Educational Expenses
  - Forms 1098-T from educational institutions
  - Receipts for qualified educational expenses
  - Records of scholarships or fellowships
  - Form 1098-E for student loan interest
- State & Local Taxes or Sales Tax
  - Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
  - Invoice for large item purchases such as cars, boats, motorcycles etc.
  - Amount of real estate taxes paid
  - Amount of personal property taxes paid
- Retirement & Other Savings
  - Form 5498-SA showing HSA contributions
  - Form 5498 showing IRA contributions
  - All other 5498 series forms (5498-QA, 5498-ESA)
- Federally Declared Disaster
  - City/county you lived/worked/had property in
  - Records to support property losses (appraisal, clean-up costs, etc.)
  - Records of rebuilding/repair costs
  - Insurance reimbursements/claims to be paid
  - FEMA assistance information