



Tax Preparation Checklist

PERSONAL RECORDS

- Full legal name, DOB, and SSN or Tax ID Number for you, your spouse, and your dependents (Tax ID Numbers can be pulled from: <https://goo.gl/1PpnUo>)
- Last year's tax return and receipt from last year's tax preparation

ITEMIZED EXPENSE RECORDS

- Homeowner Expenses:** 1098 Form (mortgage interest statement), real estate taxes paid, statement of property tax payable in tax year, Form 5695 energy-efficient upgrades, moving expenses (move must be work-related and more than 50 miles)
- Education Expenses:** 1098-T (tuition statement and itemized receipts of qualified educational expenses); 1098-E Form (student loan interest statement)
- Charitable Contributions:** Detailed list of donations—must have receipts for contributions over \$250 and a Form 1023 for vehicle donations.
- Self-Employment Expenses:** Records of business/home-office expenses, assets, pension plan contributions, health insurance payments, and estimated tax payments (state and federal) made this year.
- Child and Dependent Care Expenses:** Name, address, and Tax ID or SSN of the provider
- Health Care Expenses:** Records of medical and dental costs
- Alimony Expenses:** Provide ex-spouse's full name and SSN
- Job Hunting and Job-Related Educational Expenses**
- Rental Property Income and Expenses**

EMPLOYMENT, INCOME, and INVESTMENT RECORDS

- W-2s for each job held during the tax year (by you, your spouse and any dependents)
- Records for any/all other income collected during the tax year, which could include:
 - Investment or interest income statements (1099-INT, -DIV, -OID, -B, or K-1)
 - Self-employment income (1099-MISC)
 - Pension/IRA/annuity income (1099-R)
 - Social Security/RRB income (1099-R)
 - Income from sale of home or property (1099-S)
 - Unemployment compensation and state tax refunds (1099-G)
 - HSA and long-term care reimbursements (1099-SA or -LTC)
 - Trust and estate beneficiary earnings (Form 1041)
 - Other income: alimony received, jury duty pay, gambling and lottery winnings, scholarships, fellowships, and rental property earnings
- IRA contributions made during the year (Form 5498)
- Health Savings Account contributions (5498-SA)
- Early withdrawal penalties on CDs and other time deposits
- Tax payments made this year (state, federal, property, vehicle license fees, etc.)

Have questions about your taxes?
Get answers to the most frequently asked tax questions at
www.daveramsey.com/elp/tax-questions

