



Tax Prep Checklist

Personal Information

- SSN or ITIN, full names and birth dates for everyone included on your tax return.
- Copies of Driver Licenses for all tax payers on your tax return.
- Amount of alimony paid and ex-spouse's social security number.
- Childcare records (including the provider's ID number) if applicable.
- If new client, copies of the last 3 years of tax returns.

Estimated Tax Payments

- List of all federal, state and local estimated tax payments.

Income, Investments, Retirement

- All forms that say W2, 1098, 1099 or Schedule K1.
- Closing statements for any real estate purchased or sold.
- Records of any contributions you made to IRA's, other retirement plans, and education savings accounts (529 Plans).
- Records of other income or expenses (i.e. jury duty, gambling, hobby, alimony, etc).
- Records of business income and expenses, if you are an independent contractor, self-employed, or own rental real estate.

Education

- Education scholarships or fellowships.
- Records of tuition and other high education expenses (Form 1098-T).
- Student loan interest paid (Form 1098-E).

Itemized Deductions

- Mortgage interest (Form 1098), real estate and personal property taxes paid.
- Prior years amount of state/local income tax paid.
- Records of cash amounts donated to houses of worship, schools, and other charitable organizations.
- Records of non-cash charitable donations.
- Records of miles driven for charitable purposes.

Health Care

- Form 1095-B or Form 1095-C, if you have insurance through a government plan, private plan or employer plan.
- Form 1095-A if you are enrolled in an insurance plan through the Marketplace.
- Marketplace Exemption certificate if you applied for and received an exemption from the Marketplace.
- HSA information (Forms 5498, 1099SA).
- Statements or receipts for medical expenses (including miles driven for medical purposes).

Paycheck Protection Program (PPP)

- Records & amounts of any PPP Loan forgiven.