

Tax Preparation Checklist

This list, while not all-inclusive, shows the most common documents needed to prepare and file your return. As your tax forms start to come in, keep this checklist with your physical or electronic folder in preparation for filing your return.

Most common income reporting documents:

- ☐ W-2 forms (earned wages)
- ☐ 1099-G (unemployment income, state or local tax refunds)
- ☐ 1099-MISC (independent contractor work)
- ☐ 1099-R (distributions from retirement plans)
- ☐ 1099-INT, -DIV, -B or K-1 (interest or investment income)
- ☐ SSA-1099 (Social Security benefits)
- ☐ Alimony received
- ☐ Profit/Loss statement (business or rental property income)

Most common adjustments to income:

- ☐ Records of IRA/HSA/retirement contributions (Form 5498 usually issued in May)
- ☐ Self-employed health insurance premium records
- ☐ 1098-E (student loan interest)
- ☐ 1098-T (post-high school tuition paid)
- ☐ Alimony paid
- ☐ Receipts for energy-efficient home improvements (windows, solar, etc.)

Most common deductions:

- ☐ Child care costs
- ☐ 1098 (mortgage/HELOC interest, Private Mortgage Insurance (PMI), points paid)
- ☐ 529 Plan contributions (state level only, if offered)
- ☐ Investment interest expense
- ☐ Medical and dental records
- ☐ Charitable contributions
- ☐ Adoption costs
- ☐ Business equipment and supplies

Most common taxes paid throughout the year:

- ☐ State and local income taxes
- ☐ Real estate taxes
- ☐ Estimated tax payments