

Tax Document Checklist

Use this checklist to gather the documents and forms you may need to provide to us. Not every section will apply to your situation — work through the ones that do, and reach out if you are unsure about an item.

New Clients Only — Prior-Year Returns

- ☐ Copies of the last two years' tax returns, if not already in our possession

Personal Information

Tax identification numbers are mandatory. All taxpayers will need the following.

- ☐ Your Social Security Number or Tax ID number
New clients — please provide a copy of your Social Security card(s)
- ☐ Copies of your driver's license or state identification card
Required to e-file in certain states every year, per the IRS
- ☐ Your spouse's full name and Social Security Number or Tax ID number
- ☐ Copies of your spouse's driver's license or state identification card
Required to e-file in certain states

Dependent Information

Parents and caregivers should gather this information before filing.

- ☐ Dates of birth and Social Security Numbers or Tax ID numbers
- ☐ Childcare records, including the provider's Tax ID number, if applicable
- ☐ Form 8332, if the custodial parent is releasing the right to claim a child to you as the noncustodial parent
- ☐ New clients — a copy of each dependent's Social Security card

Sources of Income

Many of these forms won't apply every year. You will only receive investment forms if you had distributions or other activity.

Employed

- ☐ Forms W-2

Unemployed

- ☐ Unemployment compensation and state tax refund (1099-G)

Self-Employed

- ☐ Forms 1099, Schedules K-1, and income records verifying amounts not reported on 1099s — profit & loss statements, access to bookkeeping records
- ☐ Records of all expenses — check registers, credit card statements, receipts
The firm does not require copies of these items, but you are required to maintain proper books and records to substantiate expenses in the event of an audit, for at least three years
- ☐ Business-use asset information (cost, date placed in service) for depreciation
- ☐ Home office information, if applicable
- ☐ Record of estimated tax payments made (Form 1040-ES)

Rental Income

- ☐ Records of income and expenses
- ☐ Rental asset information (cost, date placed in service) for depreciation

Retirement Income

- ☐ Pension, IRA, or annuity income (1099-R)
- ☐ Traditional IRA basis — amounts contributed that were already taxed
- ☐ Social Security or RRB income (1099-SSA, RRB-1099)

Savings, Investments & Dividends

- ☐ Interest and 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 cost or other basis in property sold, if basis is not reported on the 1099-B
- ☐ Health Savings Account and long-term care reimbursements (1099-SA, 1099-LTC)
- ☐ Transactions involving cryptocurrency or other virtual currency

Other Income & Losses

- ☐ Gambling income (W-2G, or records of income along with expense records)
- ☐ Jury duty records
- ☐ Hobby income and expenses
- ☐ Prizes and awards
- ☐ Trusts
- ☐ Royalty income (1099-MISC)
- ☐ Any other 1099s received

- ☐ Record of alimony paid or received, with the ex-spouse's name, Social Security Number, and date of dissolution

Types of Deductions

The deductions available to you depend on your situation. You likely won't need every record listed below.

Home Ownership

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements, such as solar panels or a solar water heater
- ☐ All other 1098 series forms

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, and other charitable organizations
- ☐ Records of non-cash charitable donations and estimates of their value
- ☐ Miles driven for charitable or medical purposes

Medical & Health Insurance

- ☐ Amounts paid for healthcare insurance and to doctors, dentists, and hospitals
- ☐ Form 1095-A, if you enrolled through the Marketplace (Exchange)

Childcare Expenses

- ☐ Fees paid to a licensed daycare center or family day care for an infant or preschooler
- ☐ Wages paid to a babysitter
You must have the sitter's full name, address, and Social Security Number — a W-9 on record is best

Educational Expenses

- ☐ Forms 1098-T from educational institutions
- ☐ Receipts itemizing qualified educational expenses
- ☐ Form 1098-E, if you paid student loan interest

K-12 Educator Expenses

- ☐ Total amount paid for classroom expenses, for educators in grades K-12

State & Local Taxes

- ☐ Amount of state or local income tax paid, other than wage withholding — or state and local sales tax paid
- ☐ Invoice showing vehicle sales tax and ad valorem tax paid for tags
Not deductible in all states

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 and county where you lived, worked, or held property
- ☐ Records supporting property losses — appraisals, clean-up costs
- ☐ Records of rebuilding and repair costs
- ☐ Insurance reimbursements and claims to be paid
- ☐ FEMA assistance information

This checklist is provided for general informational purposes only and does not constitute tax, legal, or accounting advice. Requirements vary by individual circumstance and filing year. Please consult Global Accounting Solutions, Inc. for guidance specific to your situation.