



Income Tax Documentation Checklist

Filing Status and Dependent Info

- ☐ Lease Agreement/Rent Receipts
- ☐ Utility Bills
- ☐ Social Security Cards
- ☐ Birth Certificates
- ☐ Valid Driver's License or State ID

Income Forms

- ☐ W2s
- ☐ Dividend Statements
- ☐ Bank Interest Statements
- ☐ 1099R - Retirement/Pension
- ☐ Unemployment Statements (1099-G)
- ☐ Social Security Statement
- ☐ Stock Sales
- ☐ K-1's
- ☐ W2G (Gambling Winnings)
- ☐ 1099A and 1099C (Cancellation of Debt)
- ☐ Alimony Paid/Received

Deductions

- ☐ Mortgage Interest Statements
- ☐ Property Tax Statements
- ☐ Child Care Expenses (Tax ID or SSN required)
- ☐ Education Expenses (Form 1098-T & amounts paid for tuition, books, & supplies)
- ☐ Cash Donations
- ☐ Non-Cash Donations
- ☐ IRA/Roth IRA contributions
- ☐ Health Savings Account Contributions
- ☐ Educator Expenses
- ☐ Moving Expenses (job related)
- ☐ Medical Expenses
- ☐ Mileage (log book required for your records)
- ☐ Closing Statement (new purchase or sale)
- ☐ Job Seeking Expenses
- ☐ Student Loan Interest

Health Insurance Information

- ☐ Proof of Insurance Coverage for everyone on tax return
- ☐ 1095-A Health Insurance Marketplace Statement
- ☐ 1095-B Health Coverage
- ☐ 1095-C Employer Provided Health Insurance Offer & Coverage

Self-Employment (see Repair Regulations)

- ☐ 1099MISC and/or Record of Income Received
- ☐ Mileage (log book required for your records)
- ☐ Supplies
- ☐ Materials
- ☐ Insurance
- ☐ Wages/Commissions
- ☐ Travel/Entertainment/Meals
- ☐ New/Used Equipment Purchases
- ☐ Advertising Expenses
- ☐ Auto/Equipment Repairs
- ☐ Fuel Expenses
- ☐ License Fees
- ☐ Repairs/Maintenance
- ☐ Utilities
- ☐ Contract Labor
- ☐ Rents
- ☐ Interest
- ☐ Office Expenses
- ☐ Equipment Purchased
- ☐ Bank statements

Rental Property (see Repair Regulations)

- ☐ Rental Income Received
- ☐ Mortgage Interest Statements
- ☐ Property Tax Statements
- ☐ Insurance
- ☐ Repairs
- ☐ Supplies
- ☐ Utilities
- ☐ Advertising
- ☐ Legal Fees
- ☐ Maintenance/Cleaning
- ☐ Inspection
- ☐ Closing Statement (new purchase or sale)
- ☐ Improvements
- ☐ Inspection Fees
- ☐ Management Fees
- ☐ Landscaping
- ☐ Bank Statements
- ☐ Credit Card Statements
- ☐ Mileage (log book required for your records)

Note:

For stock sales bring purchase and sales price if not included on statement provided by brokerage
For Child Care Credit, bring Tax ID or Social Security number, name and address of provider
For Cash Donations a written statement/cancelled check are required for your records
All Expenses and Income must be substantiated with necessary documentation if audited