

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