**INDIVIDUAL / FAMILY TAX FILING CHECKLIST**

**Personal Information**
- Your social security number
- Your spouse's full name and social security number
- Amount of any alimony paid and ex-spouse's social security number
- Your last 3 years' tax return(s). Your Tax Professional can check them for accuracy

**Other people who may belong on your return**
- Dates of birth and social security numbers
- Childcare records (including the provider's ID number) if applicable
- Approximate income of other adults in your home (not spouse, if you're filing jointly)
- Form 8332, copies of your divorce decree, or other documents showing that your ex-spouse is releasing their right to claim a child to you (If Applicable)

**Health Insurance**
- Proof of Private Insurance, if insured through employer
- Form 1095A - From Health Insurance Marketplace (ObamaCare)
- Marketplace granted exemption Certificate Number.

**Education Payments**
- Bills from the educational institution or anything else that itemizes what you paid or received loans for versus what was covered by scholarship or other financial aid
- Forms 1098-T and 1098-E, if you received them
- Scholarships and fellowships

**Employee Information**
- Forms W-2

**Self-Employment Information**
- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s.
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable

**Vehicle Information**
- Total miles driven for the year (or beginning/ending odometer readings)
- Total business miles driven for the year (other than commuting)
- Amount of parking and tolls paid
- If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.
Rental Income

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

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Social security/RRB income (1099-SSA, RRB-1099)

Savings and Investments

- Interest, 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 your cost or other basis in property you sold

Other Income

- Unemployment, state tax refund (1099-G)
- Gambling income (W-2G or records showing income, as well as expense records)
- Amount of any alimony received and ex-spouse's name
- Health care reimbursements (1099-SA or 1099-LTC)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Other 1099

Itemizing Deductions

- Forms 1098 or other mortgage statements
- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Real estate and personal property tax records
- Invoice showing amount of vehicle sales tax paid
- HUD statement showing closing date of home purchase
- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- Amounts of miles driven for charitable or medical purposes
- Expenses related to your investments
- Amount paid last year for preparation of your tax return
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- Job-hunting expenses

IRA Information

- Amount contributed for last year (and for current year, if applicable)
- Traditional IRA basis
- Value of IRAs on Dec. 31st
General

- Prior Year Corporate Tax Return
- If first year, copy of IRS EIN Letter, or documentation of filing requirement.

Income

- Gross receipts from sales or services
- Sales records (for accrual based taxpayers)
- Beginning inventory (if applicable)
- Ending Inventory (if applicable)
- Items removed for personal purposes (if applicable)
- Returns and allowances
- Business checking and savings account interest (1099-INT or statement)

Transportation and Travel Expenses:

Local Transportation

- Business trip (mileage) log
- Contemporaneous log or receipts for public transportation, parking and tolls.

Travel away from home

- Airfare or mileage (actual expense if drove)
- Hotels
- Meals and tips
- Taxes and tips
- Internet connection (hotel, Internet café, etc.)

Additional Expenses:

- Advertising

Commissions paid to subcontractors

- File Form 1099-MISC and 1096 as necessary
Depreciation
- Cost and acquisition date of assets
- Sales price and disposition date of any assets sold

Fringe benefits
- Employer-paid pension/profit sharing contributions
- Employer-paid HSA contributions
- Employer-paid health insurance premiums
- Cost of other fringe benefits

Business insurance
- Casualty loss insurance
- Errors and omissions
- Other

Interest expense
- Mortgage interest on building owned by business
- Business loan interest
- Legal fees

Office supplies
- Pens, paper, staples, etc.
- Other consumables

Rent expense
- Office space rent
- Business-use vehicle lease expense
- Other

Office-in-home
- Square footage of office space (hours of use for daycare business)
- Total square footage of home (not applicable for daycare business)
- Mortgage interest or rent paid
- Utilities

Wages paid to employees
- Form W-2 and W-3 Federal and state payroll returns (Form 940, etc.)

Other expenses
- Repairs, maintenance of office facility, etc.