Tax Checklist for Individuals

Personal Information

- Prior-year federal and state tax returns (if new client)
- Full legal name, address, Social Security number, and date of birth for you, spouse, and dependents
- Dependent care provider name, address, and Tax ID/Social Security number
- Bank routing and account numbers for direct deposit or payment
- Unexpired government-issued ID (Driver's license, passport, or state-issued ID)

Income Documents

- W-2 wage statements
- Forms 1099-NEC, 1099-MISC (independent contractor or other income)
- Forms 1099-INT and 1099-DIV (interest and dividends)
- Unemployment income statements
- State or local income tax refunds received
- Social assistance income
- Pension or annuity income (1099-R)
- Stock, bond, or other investment sales (1099-B)
- Partnership, trust, or estate income (Schedule K-1)
- Gambling or lottery winnings (and records of losses)
- Alimony income received
- Rental income and related records
- Foreign income and foreign account information

Personal Expense & Deduction Information

- Dependent care expenses
- Education and tuition expenses (Form 1098-T and receipts for materials)
- Medical and dental expenses
- Mortgage or home equity loan interest statements
- Mortgage insurance premiums
- Employment-related expenses (if applicable)
- Gambling or lottery expenses
- Tax preparation fees
- Investment-related expenses
- Real estate and property taxes paid
- Estimated federal and state tax payments (amounts and dates)
- Charitable contributions (cash and non-cash)
- Residential energy-efficient home improvement purchases
- IRA and retirement account contributions

- Home purchase or moving-related expenses (if applicable)

Self-Employed / Business Information (if applicable)

- All business income, including Forms 1099
- Records of ordinary and necessary business expenses
- Mileage logs or vehicle expense records
- Home office expense information
- Business asset purchases