Down South
Accounting & Tax

# TAX RETURN DOCUMENT CHECKLIST

Here are some of the most common documents needed to prepare a tax return. Use this checklist to gather the necessary paperwork prior to your tax appointment.

## Personal Information (New Clients Only):

- ☐ Full name of each person on the tax return
- ☐ Social Security (or Tax ID) Number for each person on the tax return
- ☐ Birthdates of Taxpayer, Spouse, and Dependents
- ☐ Driver's License number, issue date, and expiration date, for taxpayer and spouse

## Income Documents:

- ☐ Wage statement (W-2)
- ☐ Unemployment statement (1099-G)
- ☐ Pension and IRA income (1099-R)
- ☐ Social Security income (1099-SSA)
- ☐ Interest, dividends, and income from sales of stock or property (1099-INT, 1099-DIV, 1099-B, 1099-S)
- ☐ HSA distributions (1099-SA)
- ☐ Side gig income (1099-NEC) and documentation of related expenses (receipts, mileage logs, etc.)
- ☐ State income tax refund from prior year (1099-G)
- ☐ Gambling winnings, including online sports betting (W-2G)
- ☐ Any other 1099-series forms, K-1 forms, etc.

## Credits and Deductions:

- ☐ Student loan interest paid (1098-E)
- ☐ College tuition, fees, and books (1098-T, cashier's office statement)
- ☐ Childcare expenses (need provider's name. address, and EIN or SSN)
- ☐ Statement showing interest paid on new vehicle loan and vehicle's VIN
- ☐ Documentation of any tips and/or overtime (i.e. last paycheck stub)

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## Itemized Deductions:

- ☐ Medical expenses (unreimbursed insurance, doctor, healthcare facility, and prescription costs)
- ☐ Taxes paid (personal property/vehicle taxes, estimated tax payments made during the year)
- ☐ Real estate taxes paid and mortgage interest paid (1098)
- ☐ Charitable donations (receipts for cash and non-cash donations)

## Information documents:

- ☐ Prior two years tax returns (may contain information impacting current return) – new clients only
- ☐ 5498 series forms showing contributions to HSAs, IRAs, etc.
- ☐ Bank information for direct deposit of refunds (account and routing numbers)
- ☐ Health insurance coverage (1095-A, 1095-B, or 1095-C depending on circumstance; must have 1095-A if anyone in the tax household received Marketplace Insurance)

## Rental property:

- ☐ Record of income (1099-MISC, checkbook register, bank statements, etc.)
- ☐ Record of expenses (repairs, cleaning, travel to property, mortgage, insurance, utilities, etc.)
- ☐ Depreciation record (cost of assets, date placed into service, prior depreciation taken)

## Self-employed:

- ☐ Record of income (1099-NEC, 1099-K, receipt book, bank statements, etc.)
- ☐ Record of expenses (home office, inventory costs, advertising, fees and taxes paid, travel, etc.)
- ☐ Depreciation record for any assets (cost, date placed into service, prior depreciation taken)