



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:

- 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)
- 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)

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)



(252) 364-2900



www.downsouthtax.com



1025-D Director Court
Greenville, NC 27858

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)
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