

What To Bring For Your Tax Appointment



Getting organized to prepare for your tax appointment can save you a ton of time, and is well worth the effort.

Tax Preparation Checklist

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If it's just after tax season, this list will help you know what documents to keep an eye out for throughout the year and set aside. If your tax appointment is right around the corner, this list is a great resource to help you track down the right documents.

With all of the changes every year (and, of course, that's especially true THIS year), filing your taxes on your own is not for the faint of heart. That's even with nice-looking softwares on the market which purport to make it easy for you.

But that's what we're here for.

Below is a list of what you will need during the tax preparation process. Not all of them will apply to you — probably MOST will not. Nonetheless, it's a useful tax preparation checklist. Feel free to even print it out and keep a copy in your filing cabinet.

Before you get overwhelmed: yes, this is a long list — but it's the unfortunate reality of our tax code that it's not even comprehensive! But these items will cover 95% of our clients. Really, this is for ensuring that we're able to help you keep **every dollar** you can keep under our tax code.

Even if for some strange reason you won't be using our cost-effective services this year, feel free to use this list as a handy guide...

Tax Preparation Checklist

Personal Data

- Social Security Numbers & DOB (including spouse and children)
- Child care provider tax I.D. / SSN and address

Employment & Income Data

- W-2 forms for this year
- Tax refunds and unemployment compensation: Form 1099-G
- Miscellaneous income including rent: Form 1099-MISC
- Partnership, trust, and S-Corporation income: Form K-1
- Pensions, annuities, retirement or profit sharing plans, IRAs, etc.: Form 1099-R
- Alimony received (including payer's SSN) if divorce finalized prior to 1/1/2019
- Jury duty pay
- Gambling and lottery winnings: Form W-2G
- Prizes and awards
- Scholarships and fellowships
- Social Security income: Form SSA-1099
- Transfer of stock options exercised: Form 3922
- Amount of CARES Act payment received (1st stimulus paid April/May 2020: \$1,200 per adult, \$500 per child)
- Amount of CAA payment received (2nd stimulus paid January 2021: \$600 per adult & child)

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Health Insurance Information

- All 1095-A Forms from marketplace providers (if you purchased insurance through a Marketplace)
- Records of credits and/or advance payments received from the Premium Tax Credit (if claiming)

Homeowner/Renter Data

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Sale of your home or other real estate: Form 1099-S Second mortgage interest paid
- Real estate taxes paid
- Rent paid during tax year
- Settlement statement for any real estate purchased or sold during the year

Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R
- Capital gains or losses

Financial Liabilities

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid: Form 1098-E
- Early withdrawal penalties on CDs and other fixed time deposits

Automobiles

- Personal property tax information
- Department of Motor Vehicles fees (only if including sales or property tax)
- Sales tax on purchase

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Expenses

- Gifts to charity (receipts for any single donations of \$250 or more, and non-cash donations of \$500 or more)
- Unreimbursed expenses and mileage related to volunteer work
- Education expenses (tuition and fees)
- Child care expenses
- Medical Savings Accounts and Health Savings accounts: Form 1099-SA
- Adoption expenses
- Alimony paid (including payee's SSN) if divorce finalized prior to 1/1/2019

Self-Employment Data

- Estimated tax vouchers for the current year
- Self-employment income
- Self-employment SEP plans, Simple IRA
- Self-employed health insurance (do not include COBRA) K-1s on all partnerships
- Receipts or documentation for business-related expenses Farm income and expenses
- Rent income and expenses
- Number of days you were unable to work due to COVID-19 or due to symptoms of COVID-19, including time while waiting for test results (do not include days reimbursed by an employer)
- Number of days you were unable to work due to caring for a family member who was quarantined due to COVID-19 or caring for a child due to the closure of a childcare facility / school

Deduction Documents

- State and local income taxes
- IRA, Keogh and other retirement plan contributions
- Medical expenses
- Casualty or theft losses
- Other miscellaneous deductions
- Educator expenses

Credits

- Energy improvements
- Education expenses (tuition and fees): Form 1098-T
- Adoption expenses