

What Documents Do I Need to File Taxes?

The documents you need for tax prep depend on your situation. To help you prepare for your tax appointment or for filing your own taxes, we've created a checklist to help you know what documents to bring.

PERSONAL INFORMATION

Tax Identification Numbers are mandatory items on your checklist. All taxpayers will need the following to do their taxes.

- Your social security number or tax ID number, and date of birth.
- Your spouse's full name, social security number or tax ID number, and date of birth
- Copy of Driver's License of you and your spouse.
- IRS and/or State Identity Protection PIN, if one has been issued to you, your spouse, or your dependent
- Routing and account numbers to receive your refund by direct deposit or pay your balance due
- Telephone Number and Email Address
- Current address and County Name

DEPENDENT(S) INFORMATION

Parents and caregivers should gather this information as they review what they need to file their taxes.

- Dates of birth and social security numbers or tax ID numbers
- Childcare records, including the provider's tax ID number if applicable
- Income of dependents and of other adults in your home
- Form 8332 should be provided. This form shows that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent, if applicable

SOURCES OF INCOME

Many of these documents won't be needed to file taxes every year. For example, you will only receive the investment forms if you had distributions or other activity.

Employed

- Forms W-2

Unemployed

- Unemployment (1099-G)

Self-Employed

- Forms 1099, Schedules K-1, other income records not reported on 1099-MISC or 1099-NEC.
- A business expense report (see attachment, Schedule C Income and Expense Report).
- Business-use asset information (cost, date placed in service, etc.) for depreciation.
- Home office information, including the total home square footage vs the square footage used for business, if applicable.
- Record of estimated tax payments made (Form 1040-ES)

Rental Income

- Annual Rental Income
- Real Estate Tax and Mortgage Interest
- Repair and Maintenance
- Major renovation/ remodeling (cost, date placed in service, etc.)
- Cleaning
- Home Insurance and Utilities paid by myself
- Condo or Home Association Fees
- Realtor Commission paid
- Depreciation Schedule or Settlement Paper

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (SSA-1099, RRB-1099)

Savings and Investments or Dividends

- 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 (if basis is not reported on 1099-B)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Transactions involving cryptocurrency (Virtual currency) (1099-B / Form 8949)
- Expenses related to your investments.
- Record of estimated tax payments made (Form 1040-ES)

Other Income and Losses

- Payment Card and Third Party Network Transactions (1099-K)
- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Prizes and awards
- Trust income
- Royalty Income 1099-MISC
- Any other 1099s received
- Alimony paid/received with ex-spouse's name and SSN
- State tax refund

The types of deductions you can take depend a lot on your life situation. It's likely you won't need all of the documents listed below for your taxes.

Home and Vehicle Ownership

- Forms 1098 or other mortgage interest statements
- Real estate tax payment
- Automobile property payment
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- An electric vehicle purchased during the tax year (sales contract/tax certification)
- All other 1098 series forms
- Closing statement (ALTA/HUD-1) for sales, purchases, or refinancing transactions.

Charitable Donations

- Cash amounts donated to religious organizations, schools, and other charitable organizations.
- Records of non-cash charitable donations
- Amounts of miles driven for charitable or medical purposes

Medical Expenses

- Amounts paid for healthcare, insurance, doctors, dentists, hospitals, and acupuncture.
- Amounts paid for qualified insurance premiums if paid outside of the Marketplace or an employer provided plan.

Health Insurance

- Form 1095-Series if you enrolled in an insurance plan through the Marketplace (Exchange)

Childcare Expenses

- Fees paid to a licensed day care center or family day care for the care of an infant or preschooler.
- Amounts paid to a babysitter or childcare provider for the care of your child under age 13 while you work.
- Expenses paid through a dependent care flexible spending account at work.

Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received.
- Form 1098-E if you paid student loan interest.
- State 529 Plan contributions

Retirement and Other Savings

- Form 5498-SA showing HSA contributions.
- Form 5498 showing IRA contributions.
- All other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean-up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid.

**FOREIGN
FINANCIAL
ASSETS
REPORTING
(FBAR
AND
FATCA)**

- Money in foreign countries and Interest Income (Institution Name, Account Number, Highest Balance during the year)
- Insurance or annuity policies with cash value, such as whole life insurance policies.
- Foreign Interest/Dividends Income
- Foreign Earned Income
- Foreign Rental Income and Related Rental Expenses
- Annual Report of Foreign Stock Transactions (Realized Gain/Losses during the Year)
- A copy of the tax returns filed in Foreign Countries