

TAX DOCUMENTS CHECKLIST

TAXABLE INCOME FORMS, DOCUMENTS

- W-2 FORM(S) for Wages, Salaries, and Tips
- Non-Employee Compensation: Form 1099-NEC
- Interest Income Statements: Form 1099-INT & 1099-OID
- Dividend Income Statements: Form 1099-DIV
- Sales of Stock, Land, etc. for Capital Gains: Form 1099-B
- Sales of Real Estate: Form 1099-S
- State Tax Refunds: Form 1099-G
- Alimony Received or Paid
- Unemployment Compensation Received: Form 1099-G
- Miscellaneous Income: Form 1099-MISC
- Retirement Income: Form 1099R
- Social Security Income and Railroad Retirement Income: Form SSA-1099
- Business Income and Expenses
- Rental Income and Expenses
- Farm Income and Expenses
- Form K-1 Income from Partnership, Trust, and S-Corporations
- Tax Deductible Miles Traveled for Business Purpose

TAX CREDITS

- Child Tax Credit
- Child Care Provider Address, I.D. Number and Amounts Paid for the Child and Dependent Care Credit
- Earned Income Tax Credit (EITC)
- Adoption Expense Information for the Adoption Credit.
- Foreign Taxes Paid
- First Time Home Tax Credit

TAX DEDUCTION, EXPENSES

- _____ Medical Expenses for the Family.
- _____ Medical Insurance Paid
- _____ Prescription Medicines and Drugs
- _____ Doctor and Dentist Payment
- _____ Hospital and Nurse Payments
- _____ Tax Deductible Miles Traveled for Medical Purpose
- _____ Home Mortgage Interest from Form 1098
- _____ Home Second Mortgage Interest Paid
- _____ Real Estate Taxes Paid
- _____ State Taxes Paid with Last Year's Return (if claiming itemized deductions)
- _____ Personal Property Taxes Paid
- _____ Charitable Cash Contributions
- _____ Fair Market Value of Non-cash Contributions to Charities
- _____ Unreimbursed Expenses Related to Volunteer Work
- _____ Tax Deductible Mileage for Volunteer Purposes
- _____ Casualty and Theft Losses
- _____ Amount Paid to Professional Preparer Last Year
- _____ Unreimbursed Expenses Related to Your Job
- _____ Union and Professional Dues
- _____ Investment Expenses
- _____ Job-Hunting Expenses
- _____ IRA Contributions
- _____ Student Loan Interest Paid
- _____ Moving Expenses
- _____ Last Year's Tax Return Preparation Fee

GENERAL INFORMATION

- _____ Copy of Last Year's Tax Return
- _____ Social Security Numbers for You and Your Spouse
- _____ Educational Expenses for You and Your Spouse
- _____ Dependents' Name, Years of Birth and Social Security Numbers

- _____ Dependents' Post High School Educational Expenses
- _____ Child Care Expenses for Each Dependent
- _____ Prior Year Adjusted Gross Income (AGI) -how to find last year's adjusted gross income (AGI)
- _____ Routing Transmit Number (RTN) (For direct deposit/debit purposes)
- _____ Bank Account Number (BAN) (For direct deposit/debit purpose)

HEALTH CARE COVERAGE (COVERED CALIFORNIA)

- _____ Health Insurance Marketplace Statement: Form 1095-A (this is for Federal Tax)
- _____ Health Insurance Marketplace Statement: Form 3895 (this is for State Tax)

**NOTE:* The two forms above are different from each other, please make sure that you have both forms.