**TAX CHECK LIST**

**Personal Data**

* **Form** **1099-HC from health insurance provider.**

(Note, if you are on Medicare, Form 1099-HC is not applicable).

* **Form 1095-A** if you bought your health insurance through one of the “exchanges”.
* Social Security numbers and DOBs (including spouse & children).
* Social Security numbers and DOBs for any new dependents,

(such as parents, or newborn children)

* Child care provider Tax ID or social security numbers.
* Prior Year return (*for first time clients*).
* Copy of death certificate (for those filing a decedent’s return.)

**Employment & Income Data**

* W-2 forms for this year.
* Pensions, annuities, and social security 1099 forms.

(1099-R, and/or 1099-SSA) Watch out for anything labelled “1099”….

* Gambling and lottery winnings. (W-2G)
* Health savings distributions (1099-SA).
* 1099-K forms (typically from *Uber, Lyft,* or *PayPal*)
* Partnership and trust income (K-1 forms)
* Debt forgiveness on mortgage and credit cards (1099-C)
* Alimony received.

**Homeowner/Renter Data**

* Mortgage interest: Form 1098.
* Sale of your home or other real estate: Form 1099-S (if any),

and bring the settlement statement (HUD sheet) from your closing.

* Interest paid on a 2nd mortgage or Home Equity Loan: Form 1098.
* Real Estate Taxes. Note: This should appear on form 1098, unless you are not using an escrow account, in which case, **find bills with *due dates* in 2020.**
* Rent paid for the year.
* Homeowners Insurance, if you had rental income.
* For rental property, utility bills – water, heat, and electric, if not paid by the tenant, and/or if unit was vacant.

(cont’d)

**Financial Assets**

* Interest income statements: Form 1099-INT
* Dividend income statements: Form 1099-DIV
* Proceeds from stock or mutual fund sales (Form 1099-B), showing what you sold, but should also include when bought and how much you paid.  **The deadline for the payer to send you these documents is now February 15, 2021.**
* State tax refunds & Unemployment compensation: Form 1099-G.
* Retirement plan distribution: Form 1099-R.

**Financial Liabilities**

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

**Automobiles & other personal property**

* Personal property tax information (Excise tax bills: cars, trucks, boats, motorcycles, and trailers).
* Real Estate tax on second homes.

**Other Expenses**

* Gifts to charity – all receipts.
* Unreimbursed expenses related to volunteer work.
* Investment expenses – this could be found on your broker statements.
* Education expenses: Form 1098-T, for yourself, spouse, or dependent
* Child care expenses – please include name, address,

and tax ID number of the daycare provider.

* Adoption expenses.
* Alimony paid.
* Tax return preparation expenses and fees. (We have this one if you were with us last year.)

(cont’d)

**Self-employment Data**

* 1099-NEC forms. (Previously these were 1099-MISC forms.)
* Receipts or documentation for business-related expenses.
* Copies of your business and personal bank account statements, if needed.
* Farm income.
* For vehicles used for business: repairs, insurance, maintenance,

or **mileage log.**

**Deduction documents**

* Federal estimated tax payments made for the 2020 tax year.
* State estimated tax payments made for the 2020 tax year.
* IRA, Roth IRA, and other retirement contributions.
* Medical expenses including optometry, hearing aids, dentistry, orthodontia, prescriptions, crutches, etc.
* Casualty or theft losses.
* Gambling losses (may need statement from casino or other payer)