



## 2023 TAX CHECKLIST - INDIVIDUAL

### PERSONAL INFORMATION

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- Your full name, DOB, social security number, address, phone, and driver's license or other picture ID
- Your spouse's full name, DOB, social security number, address, phone, and driver's license or other picture ID

### DEPENDENT(S) INFORMATION

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- Full name, DOB, and social security number
- Childcare records (including the provider's tax ID number, name, and address) if applicable
- Medical records, school records, Social services records, letter\* (\*-with official letterhead - school, medical provider, etc.)
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

### SOURCES OF INCOME

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#### Employed

- Forms W-2

#### Unemployed

- Unemployment, state tax refund (1099-G)

#### **Self-Employed - Sole Proprietor/LLC (Sch. C) or LLC taxed as Partnership (1065) or Sub-S (1120S)**

- 1099-NEC\*(Nonemployee Compensation), 1099-MISC\*(Rents, Royalties, other), 1099-K(customer payments-Square, etc.), Schedules K-1s, and any other income not reported on 1099s. (\*NOTE: the 1099-NEC is a new form to report independent contractor payments. Previously these payments were reported in box 7 of the 1099-MISC).
- Accounting Records (bank statements(PDF) & download of bank transactions(excel spreadsheet), Quickbooks -Profit/(loss) statements, credit card statements, payrolls paid, business mileage logs, listing of payments to Independent Contractors for whom the 1099-NEC form must be issued (\$600 or more), list of other expenses incurred for tax year - advertising, rent, office, supplies, cellphone, internet, sales taxes, interest, insurance, repairs, etc. - Just remember - **ANY EXPENSE IN THE PRODUCTION OF INCOME IS DEDUCTABLE.**
- Fixed Assets (Bldgs, Leasehold, Equipment, Vehicles - purchase docs - cost, trade-ins, date placed in service, financing docs).
- Home Office Deduction - See Attached Form 8829 - (Note: Common expenses are highlighted)

#### Rental Income

- Accounting Records (bank statements(PDF) & download of bank transactions(excel spreadsheet). Rental income by property address, list of expenses - mileage log, advertising, cleaning/ maint., insurance, legal, mortgage 1098, repairs, RE taxes, supplies, utilities, etc.
- Rental asset information (address, cost of rental properties, date placed in service, sold, etc. - all HUD-1s) for depreciation purposes and calculation of capital gains/ (losses).

#### Retirement Income

- Pensions/IRA/annuity income (1099-R, 1099-R Consolidated)
- Traditional IRA, ROTH IRA - Contributions & Distributions
- Social security/RRB income (SSA-1099, RRB-1099)

## Savings & 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)
- Expenses related to your investments
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## Other Income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trusts
- Royalty Income 1099 Misc.
- Any other 1099s received - Record of alimony paid/received with Ex-spouse's name and SSN

## TYPES OF DEDUCTIONS

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### Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements
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### Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Records of miles driven for charitable or medical purposes

### Medical Expenses

- Out-of-pocket amounts paid for healthcare to include insurance premiums and direct payments to doctors, dentists, & hospitals

### Health Insurance

- Form 1095-A - To report insurance plans through the Marketplace (Exchange) - Obamacare.  
**NOTE: THIS FORM IS A MUST TO FILE WITH YOUR RETURN - A MISSING FORM WILL DELAY ANY TAX REFUND.**
- Form 1095-B - To report government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Form 1095-C - To report Employer Sponsored Health Plans

#### Child Care Expenses

- Fees paid to provider to care for your dependent who is **age 12 or younger** **OR** for your spouse or dependent who isn't able to care for himself or herself - Need provider info - Tax ID or SSN, Full Name, Address and \$ amount paid for care for each dependent. Wages paid to a baby-sitter

#### Educational Expenses

- Forms 1098-T, Tuition Statement, 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

#### Job Expenses & Tax Prep Fees

- Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
- Receipts for classroom expenses (for educators in grades K-12)
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- Job-hunting expenses
- Record of moving expenses not reimbursed by employer
- Amount paid for preparation of last year's tax return

#### State & Local Taxes or Sales Tax

- Amount of state/local income tax paid, or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid

#### Retirement & Other Savings

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

#### **Additional Information**

- Copies of prior year tax returns - 1040, 1065, 1120S
- If you are paying Quarterly Estimated Taxes (Form 1040-ES), then provide dates and amounts paid - Federal & state.