Checklist of Records to Gather Before You Do Your Taxes

Personal information

☐ Full names (you and your spouse)
☐ Dates of birth (you and your spouse)
☐ Social Security numbers (you and your spouse)
☐ Bank account information (for electronic filing)
☐ Foreign account information
☐ Copy of last year’s return

Dependents

☐ Full names
☐ Social Security numbers
☐ Dates of birth
☐ Childcare receipts (should include provider’s name, address, FEIN number and amount paid for the calendar year)

Income

☐ Form W-2: Wage and Tax Statements (from your employer)
☐ Alimony received or paid (if divorced)
☐ Form 1099-G: Certain Government Payments (unemployment income, state or local tax refunds)
☐ Form SSA-1099: Social Security Benefit Statements
☐ Form 1099-INT: Interest Income
☐ Form 1099-DIV: Dividends and Distributions
☐ Form 1099-S: Proceeds From Real Estate Transactions (from sale of property)
☐ Form 1099-B: Proceeds From Broker and Barter Exchange
☐ Schedule K-1: Partnership Income
☐ Gambling winnings
☐ Jury duty earnings
☐ Any other miscellaneous income

Retirement income and contributions

☐ Form 1099-R: Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
☐ Form RRB-1099 (proceeds from U.S. Railroad Retirement Board)
☐ IRA contributions

Business income and expenses

☐ Form 1099
☐ Form 1099-MISC: Miscellaneous Income (for independent contractor services)
☐ Form 1099-SA: Distributions from a Health Savings Account (HSA), Archer Medical Savings Account, or Medicare Advantage Medical Savings Account
☐ Income records for non-1099 income
☐ Profit loss statement
☐ Inventory records
☐ Records for depreciable assets
☐ Rental property income and expenses
☐ Health-insurance premiums
☐ Estimated tax payments

Educational expenses

☐ Form 1098-T: Tuition Statement
☐ Form 1098-E: Student Loan Interest Statement
☐ Scholarship and fellowship records
☐ Proof of other educational expenses paid out of pocket
☐ Receipts for out-of-pocket classroom supply expenses (for educators)

Household expenses

☐ Property taxes (real estate and personal)
☐ Home improvements (must be qualified energy-efficient improvements)
Vehicle expenses

☐ Mileage log (should include starting and ending mileage)
☐ Commute expenses (parking, tolls)

Other deductions and credits

☐ Disaster-related expenses
☐ Casualty and theft losses (and insurance reimbursement)
☐ Adoption expenses (should include social security number, transportation and medical expenses, and legal records/expenses)
☐ Out-of-pocket medical expenses
☐ Medical Savings Account (MSA) contributions
☐ Charitable contributions (include receipts, value of property at the time of donation, and other applicable expenses)
☐ Investment interest expenses
☐ Moving expenses