

Use this checklist to help you gather personal, employment, residential and financial information. You can avoid multiple trips to your tax professional by getting it all together now.

Personal Information

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number

Dependent(S) Information

- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Income of other adults in your home
- 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

- **Employed**
 - Forms W-2
- **Unemployed**
 - Unemployment, state tax refund (1099-G)
- **Self-Employed**
 - Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
 - Records of all expenses — check registers or credit card statements, and receipts
 - Business-use asset information (cost, date placed in service, etc.) for depreciation
 - Office in home information, if applicable
 - Record of estimated tax payments made (Form 1040ES)
- **Rental Income**
 - Records of income and expenses
 - Rental asset information (cost, date placed in service, etc.) for depreciation
 - Record of estimated tax payments made (Form 1040ES)
- **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 (1099-SSA, 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
 - Record of estimated tax payments made (Form 1040ES)
- **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

- **Home Ownership**
 - Forms 1098 or other mortgage interest statements
 - Real estate and personal property tax records

- Receipts for energy-saving home improvements
- All other 1098 series forms
- **Charitable Donations**
 - Cash amounts donated to houses of worship, schools, 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 and to doctors, dentists, hospitals
- **Health Insurance**
 - Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
 - Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
 - Marketplace exemption certificate (ECN) if you applied for and received an exemption from 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.
 - Wages paid to a babysitter.

Don't include expenses paid through a 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
- **Job Expenses & Tax Prep Fees- See enclosed Tax Cuts and Jobs Acts of 2020**
- **Eliminating most miscellaneous itemized deductions such as:**
 - **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**
 - **Moving expense longer deductible**
 - **Members of the Armed Forces on active duty are still able to deduct their moving expenses.**
- **SALT - State & Local Taxes or Sales Tax**
 - **Limited to \$10,000 per calendar year**
 - 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)
- **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
 - FEMA assistance information
 - Check FEMA site to see if my county has been declared a federal disaster area

- The [Economic Impact Payment](#) (EIP or Stimulus Payments) plans, EIP1 in March of 2020, and EIP2 in December of 2020, were enacted to provide support to millions of Americans suffering from the economic hardships created by the COVID-19 pandemic.
 - **It is important that you provide us with the exact amount received from the EIP1 and EIP2.**
 - **If you did not receive the amount of EIP (EIP1 or EIP2) you are eligible or you received a partial payment, we will request a Recovery Rebate Credit on your 2020 tax return.”**
 - **NOTE: advance stimulus payments received separately are not taxable, and it will not reduce your refund when you file your 2020 tax return.**
 - Remember, any misinformation on your entitlement received from EIP1 and EIP2 will seriously delay processing of your refund by the IRS
- **Key filing season dates- per IRS website:**
 - **There are several important dates taxpayers should keep in mind for this year's filing season:**
 - January 15. IRS Free File opens. Taxpayers can begin filing returns through Free File partners; tax returns will be transmitted to the IRS starting Feb. 12. Tax software companies also are accepting tax filings in advance.
 - January 29. Earned Income Tax Credit Awareness Day to raise awareness of valuable tax credits available to many people – including the option to use prior-year income to qualify.
 - **February 12. IRS begins 2021 tax season. Individual tax returns begin being accepted and processing begins.**
 - February 22. Projected date for the IRS.gov Where's My Refund tool being updated for those claiming EITC and ACTC, also referred to as PATH Act returns.
 - First week of March. Tax refunds begin reaching those claiming EITC and ACTC (PATH Act returns) for those who file electronically with direct deposit and there are no issues with their tax returns.
 - April 15. Deadline for filing 2020 tax returns.
 - October 15. Deadline to file for those requesting an extension on their 2020 tax returns