

# TAX ORGANIZER

*The list below is to help you get started on what will be needed. The tax preparer may ask for additional documents and information during the interview.*

## **Personal Information**

All taxpayers will need the following items to file their taxes.

- Your full name, social security number or tax identification number (TIN), and date of birth
- Your spouse's full name, social security number or TIN, and date of birth
- Information about your stimulus payment – also known as an economic impact payment (EIP). If applicable -you may have IRS Notice 1444 or other records showing your EIP amount
- Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS

## **Dependent(s) Information**

Caregivers and parents should gather this information:

- Full name, date of birth, and social security number or TIN of all dependents
- Childcare expenses and records (including the childcare provider's tax ID number) if applicable.
- Income of dependents and of other adults in your home.
- Form 8332 showing that the child's custodial parent is releasing their claim a child to you, the noncustodial parent (if applicable)

## **Sources of Income**

These are some of the common income forms that will be needed to file your taxes. The tax preparer may ask for additional documents and information during the interview.

- Form W-2 (employed)
- Unemployment (1099-G)

## **Self-Employed**

- The name of your business, the employer identification number (if applicable), and the type of industry your business operates.
- Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or new 1099-NEC form
- Records of all expenses – check registers or credit card statements, and receipts
- Assets used in your business (cost, date placed in service, etc.) for depreciation schedules
- Home Office information if applicable
- Record of estimated tax payments made (Form 1040-ES)

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## **Rental Income**

- The address of all rental properties that are used.
- The length of time each rental property has been used for the tax year.
- Assets used in the rental (cost, date placed in service, etc) for depreciation.
- Record of estimated tax payments made (Form 1040-ES)

## **Retirement Income**

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e. amounts that you contributed to the IRS that were already taxed)
- 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)
- Records for dates of acquisition and your costs 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
- Records of estimated tax payments made (Form 1040-ES)
- Transactions involving cryptocurrency (Digital Currency)

## **Other Income & Losses**

- Gambling income (W-2G or records showing income as well as gambling losses)
- Jury Duty Records
- Hobby income and expenses
- Prizes and Awards
- Trust income
- Royalty Income 1099-MISC
- Any other 1099s you received
- Record of Alimony paid/received with ex-spouse's name and SSN
- State tax refund

## **Types of Deductions**

The deductions you are allowed to take for a tax year depends on your situation. You may not need all documents listed below for taxes. The tax preparer will help to guide you.

## **Home Ownership**

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts and records for energy-saving home improvements (e.g., solar panels, solar water heater)
- All other 1098 series forms.

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## **Charitable Donations**

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

## **Medical Expenses**

- Records of amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals

## **Health Insurance**

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

## **Childcare Expenses**

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- Amounts paid to a baby-sitter or provider care of your child under the age of 13 while you worked
- Expenses paid through a dependent care 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 for any student loan interest paid

## **K-12 Educator Expenses**

- Receipts for classroom expenses (for educators in grades K-12)

## **State & Local Taxes**

- Amount of State and local income or sales tax paid (other than wage withholding)
- Invoice showing amount of vehicle sales tax paid and/or personal property tax on vehicles.

## **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/count 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.