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# DOCUMENTS CHECKLIST

To compose your tax return correctly we will need the following documentations. All personal information, provided to us is protected by the non-disclosure agreement and the laws of the State of New York.

## **Personal Information**

- Social security number (SSN) or tax identification number (ITIN) of the taxpayer
- Taxpayer spouse's full name and SSN/ITIN, if married

## **Personal and family information**

- Dates of birth and SSN or ITIN
- Childcare records (including SSN or ITIN), 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 care of an infant or preschooler.
  - Wages paid to a baby-sitter.  
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
  - 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 (other than wage withholding), 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