

Personal TAX CHECKLIST

Tax filing can be simple, as long as you have the right documents and know what to deduct. Need help gathering the right tax stuff? Use this checklist to get started.

PERSONAL INFORMATION

For You, Your Spouse and Your Dependents

- Full legal names
- Driver's licenses
- Dates of birth
- Last year's tax returns
- Social Security numbers

INCOME STATEMENTS

For You and Your Spouse

- W-2

For Self-Employed

- All 1099 forms

OTHER INCOME

Unemployment Income, State or Local Tax Refunds

- Form 1099-G

Investment or Interest Income

- 1099-INT
- 1099-B
- 1099-DIV
- Schedule K-1

Health Savings Account Distributions

- 1099-SA

Long-Term Care Reimbursements

- 1099-LTC

Home or Property Sale

- Form 1099-S

Pension / IRA / Annuity

- Form 1099-R

Social Security / RRB Income

- SSA-1099
- RRB-1099

Trust and Estate Beneficiary Earnings

- Form 1041
- Schedule K-1

**LIFE IS COMPLICATED.
TAXES DON'T HAVE TO BE.**

Get more free resources, hire a pro, or file smart with our tax software at ramseysolutions.com/taxes.



COMMON DEDUCTIONS

Remember, the standard deduction has gone up again this year—\$15,750 for singles and \$31,500 for joint filers. But if your itemized expenses exceed these amounts, then don't take the standard—itemize! Here are the most common deductions.

Education Expenses

- Tuition statements
- Form 1098-T (qualified education expense receipts)
- Form 1098-E (student loan interest payments)

Homeowner Expenses

- Form 1098 (mortgage interest statement)
- Property tax payment receipts
- Form 5695 (energy efficient upgrade receipts)

Child and Dependent Care Expenses

- Provider's legal name
- Provider's address
- Provider's Tax ID or Social Security number

Self-Employment Expenses

- Business / home office expense records
- Records of assets
- Pension plan contributions
- Health insurance payments
- Estimated tax payment receipts (state and federal)

Deductions for Seniors

- Temporary new deduction of up to \$6,000 for single filers age 65 or older, or \$12,000 for married couples if both qualify. This is in addition to the standard deduction and is available to both itemizers and non-itemizers.*

Car Loan Interest

- Deduct up to \$10,000 of interest paid on a loan for a new personal vehicle, provided the vehicle was assembled in the U.S. and your income is below certain thresholds.

Tip Income

- Deduct up to \$25,000 for qualified tips received in customarily tipped industries, subject to income limits.

Overtime Pay

- Deduct up to \$12,500 (or \$25,000 for joint filers) for the portion of overtime pay that exceeds your regular wage rate (e.g., the "half" in time-and-a-half pay), subject to income limits.

Charitable Contributions

- Detailed list of donations
- Receipts for contributions
- Form 1098-C (vehicle donations) or donation confirmation letter

Health Care Expenses

- Any 1095 forms (for health care coverage)
- Records of medical and dental costs

Job-Related Educational Expenses

- Records of expenses

IRA Contributions

- Form 5498

Health Savings Account Contributions

- Form 5498-SA

State and Local Tax Payments

- Some income tax or sales tax paid at the state and local level may be tax deductible.