

PERSONAL TAX CHECKLIST

get prepared

Tax filing can be simple, as long as you have the right documents and know what to deduct. Need help knowing what tax files you need? Use our checklist to get started.

PERSONAL INFORMATION AND INCOME

- FOR YOU, YOUR SPOUSE, AND YOUR DEPENDENTS.**
Full legal name(s), date(s) of birth, Social Security number(s), drivers license(s), and last year's tax return
- PERSONAL INCOME STATEMENTS**
W-2 (for you and your spouse) and 1099-MISC for each job (if self-employed)
- UNEMPLOYMENT INCOME OR STATE OR LOCAL REFUNDS**
Form 1099-G
- INVESTMENT OR INTEREST INCOME**
1099-INT, 1099-DIV, 1099-B, and Schedule K-1
- HOME OR PROPERTY SALE**
Form 1099-S
- PENSION/IRA/ANNUITY**
Form 1099-R
- SOCIAL SECURITY/RRB INCOME**
SSA-1099 and RRB-1099
- TRUST AND ESTATE BENEFICIARY EARNINGS**
Form 1041, Schedule K-1
- HSA AND LONG-TERM CARE REIMBURSEMENTS**
Forms 5498-SA (contribution tax document) and 1099-SA (distribution tax document)

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COMMON DEDUCTIONS

Don't forget! The standard deduction has doubled—\$12,000 for singles and \$24,000 for joint filers. So you may not need to itemize anymore. But just in case, here are the most common deductions.

YES NO

EDUCATION EXPENSES

Tuition statements, itemized receipts of qualified educational expenses (Form 1098-T), and student loan interest statements (Form 1098-E)

HOMEOWNER EXPENSES

Mortgage interest statements (Form 1098), property tax payment receipts, and energy efficient upgrade receipts (Form 5695 if provided by installer)

CHARITABLE CONTRIBUTIONS

Detailed list of donations, receipts for contributions over \$250, and Form 1098-C for vehicle donations (or a letter confirming donation)

SELF-EMPLOYMENT EXPENSES

Records of business/home office expenses, assets, pension plan contribution, health insurance payments, and estimated tax payment receipts (state and federal)

CHILD AND DEPENDENT CARE EXPENSES

Name, address, and tax ID or Social Security number of the provider

HEALTH CARE EXPENSES

Records of medical and dental costs

JOB-RELATED EDUCATIONAL EXPENSES

Records of expenses

IRA CONTRIBUTIONS

Form 5498

HEALTH SAVINGS ACCOUNT CONTRIBUTIONS

Form 5498-SA

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