

Tax Filing

Document Checklist

We all need to file and pay taxes. Whether you decide to pay a professional or file your own, there is certain information you'll need to have on hand. It's hard to know what information you need and where to even find it. Avoid hassle by being organized *before* you start.

Where should I start? Follow our **Tax Filing Document Checklist** to gather these important documents and forms that you'll need for filling your taxes this year.

We've broken this checklist into three sections:

1. **Personal Information**
2. **Income Information**
3. **Deduction Information**

Note: You only need to gather the files that apply to your individual situation!



Personal Information

❑ **Social Security Number (SSN)**

Quick Tip: It's printed on your social security card, W-2, and prior tax returns!

- If married, you'll need your spouse's SSN
- If you have dependents, you'll need their SSNs

❑ **Bank Account Number / Bank Routing Number**

Quick Tip: You can find this information on bank statements, personal checks, or by calling your bank. Providing this information allows your tax refunds to be directly deposited into your bank account!

❑ **Last Year's Tax Return**

Quick Tip: Request a free copy of last year's tax returns by logging on to www.irs.gov and using their online tool called "Order a Transcript."

Income Information (The money coming in ↔)

- ❑ **Employment Income: (W-2)** You get these from any employers you've worked for during the last tax year. If married, you'll need your spouse's W-2 forms too
- ❑ **Freelance Income: (1099-NEC, 1099-K)** If your contract work is more than \$600, or "income" from selling goods or services (via PayPal, Venmo, etc.)
- ❑ **Investment Income: (1099-DIV, 1099-INT, 1099-B)** Interest income, dividend income, income from foreign investments, income from sale of stocks and bonds
- ❑ **Investment Property Income: (Invoices, Receipts)** Rental income collected from tenants
- ❑ **Retirement Income: (1099-R)** If you distributed money from a 401(k), 403(b), or IRA
- ❑ **Social Security Benefits: (SSA-1099)** Retirement, survivor, or disability benefits may be taxable above certain income thresholds
- ❑ **State Tax Refunds: (1099-G)** Only taxable if you itemized your deductions last year
- ❑ **Unemployment Income: (1099-G)** From your state's unemployment division
- ❑ **Alimony Received:** Only taxable if divorce was finalized prior to January 1, 2019.
- ❑ **Lottery/Gambling Winnings/Prizes: (W-2G, 1099-MISC)** All winnings are taxable
- ❑ **Jury Duty: (1099-MISC)** If you received payment for serving on a federal jury
- ❑ **Health Saving Accounts/Long Term Care Reimbursements: (1099-SA, 1099 LTC)**
- ❑ **Disability Income: (W-2)** If your employer paid the premium, then the income you received is taxable. Life insurance proceeds are not taxable income.

Deductions and Credits (The money going out ↔)

You can claim these even if you take the standard deduction:

- ❑ **Education Costs: (Form 1098-E, 1098-T)** Loan interest, tuition fees, supplies
- ❑ **Childcare Costs: (Receipts, Invoices)**
- ❑ **K-12 Classroom Expenses: (Receipts)** If you're a teacher, instructor, classroom aide
- ❑ **Energy-Saving Home Features: (Receipts)** Solar panels/water heating system
- ❑ **Alimony Paid:** Only deductible if divorce was finalized prior to January 1, 2019.
- ❑ **Pre-Tax Account Contributions: (W-2, Form 5498)** 401k, IRA, HSA, FSA etc
- ❑ **Capital Losses: (1099-B)** Deductible against capital gains, and up to \$3k/yr of regular income (or \$1,500 if married filing separately)
- ❑ **Charitable Contributions & Donations: (Receipts)** On up to \$300 (\$600 if married)
- ❑ **Business/Rental Expenses: (Receipts)** Qualified expenses can be deducted

You can claim these ONLY if you itemize your deductions:

- ❑ **Medical Bills: (Receipts)** On unreimbursed, in excess of 7.5% of AGI
- ❑ **Charitable Contributions & Donations: (Receipts)** Higher limits
- ❑ **Property Tax & Mortgage Interest: (Form 1098)**
- ❑ **State or Local Taxes: (State tax return)**
- ❑ **Gambling Losses: (Receipts, statements, records)**

What's Next?

Learn more with LearnLux. Learn about Tax Time, Deductions, Independent Contractor Considerations, and more!

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