

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, paystubs, and often bank statements too!


- 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 Forms) 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
- ❑ **Contract Income** (1099 Forms) If you completed any contract work for over \$600
 - If married, you will need your spouse's 1099 forms too
- ❑ **Unemployment Income** 1099-G Form from your state's unemployment division
- ❑ **Investment Income** Interest income, dividend income, income from foreign investments, income from sale of stocks and bonds
- ❑ **Property Income** Rental income, insurance premiums, security deposits, accumulated depreciation
- ❑ **Business Income** If personal business
- ❑ **Social Security Benefits**
- ❑ **Tax Refunds** Income from last year's tax returns
- ❑ **Record of any Alimony Received**
- ❑ **Lottery/Gambling Winnings/Prizes**
- ❑ **Jury Duty** If you serve on a federal jury, you'll receive payment. This is classed as taxable income
- ❑ **Health Saving Accounts/Long Term Care Reimbursements** 1099-SA or 1099 LTC

Deductions (The money going out ↔)

- ❑ **Education Costs** Loan interest, tuition fees, supplies
 - If you're a student, you'll need a Form 1098-E
- ❑ **Medical Bills**
- ❑ **Property Tax**
- ❑ **State or Local Taxes**
- ❑ **Mortgage Interest** (Form 1098)
- ❑ **Retirement Account Contributions** (401k, Roth IRA, etc)
- ❑ **Childcare Costs**
- ❑ **K-12 Classroom Expenses** If you're a teacher
- ❑ **Charitable Contributions & Donations**
- ❑ **Receipts for Energy-Saving Home Features** Solar panels, solar water heating system
- ❑ **Alimony Paid**

What's Next?

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

