



Diversified Accounting Services

INDIVIDUAL TAX DOCUMENT CHECKLIST

- **Employed**
 - Forms W-2
- **Unemployed**
 - Unemployment (1099-G)
- **Self-Employed**
 - Forms 1099-NEC and 1099-K
 - Income records to verify amounts not reported on 1099s.
 - Listing of business expenses totaled by category.
 - Accounting books and records if available (QuickBooks, spreadsheets)
 - Business-use asset information (cost, date placed in service, etc.) for depreciation.
 - Home office information, if applicable
 - SEP / Solo 401K contributions made.
- **Rental Income**
 - Records of income and expenses
 - Rental asset information (cost, date placed in service, etc.) for depreciation.
 - HUD-1 or closing statement.
- **Retirement Income**
 - Pension/IRA/annuity income (1099-R)
 - Traditional IRA basis (prior-year Forms 8606 showing amounts already taxed)
 - Social Security/RRB income (SSA-1099, 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)
 - Expenses related to your investments.
 - 1099-B and/or 1099-DIV / other documents from cryptocurrencies, NFTs and all other similar type income or loss
 - Cost of all cryptocurrencies, NFTs and other similar type of income sales
- **Other Income & Losses**
 - State refunds (Form 1099-G)
 - K-1s either as investment or as active owner
 - Gambling income (W-2G or records showing income, as well as expense records)
 - Trusts
 - Royalties (1099-MISC)

- Any other 1099s received.
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC) Deductions
- **Home Ownership**
 - Form 1098 or other mortgage interest statements
 - Real estate and personal property tax records
- **Charitable Donations**
 - Cash amounts donated to religious organizations, schools, other charitable organizations.
 - Records of non-cash charitable donations
 - Amounts of miles driven for charitable purposes
- **Medical Expenses**
 - Amounts paid for healthcare insurance and to doctors, dentists, hospitals.
 - Miles driven for medical purposes.
- **Health Insurance**
 - Form 1095-A if you have health insurance through a State Marketplace (Exchange)
- **Childcare Expenses**
 - Daycare paid for a child under age 13 so the taxpayer (and spouse) can work.
- **Educational Expenses**
 - Forms 1098-T from educational institutions
 - Form 1098-E for student loan interest
- **Retirement & Other Savings**
 - Form 5498-SA showing HSA contributions.
 - Form 5498 showing IRA contributions.
 - All other 5498 series forms (5498-QA, 5498-ESA)
- **General**
 - Record of estimated tax payments made to IRS and / or states.
- **Life Events**
 - New Spouse – Full name, date of birth, SSN
 - New Child – Full name as written on Social Security Card, date of birth, SSN.
 - Widow – Date of death
 - Sale of Home