



## **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)



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- 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 (Exch)
- **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.
  - Banking information for direct deposit or direct debit
    - Bank Name, Account #, Routing #, Checking or Savings Account.
- **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.
  - New mailing address
  - Sale of Home or Rental Property