

VITA TAX PREP CHECKLIST

What you need to file your taxes varies depending on your situation. This checklist will help you ensure you have everything you need to file your taxes accurately.

PERSONAL INFORMATION

- Government Issued Photo ID for yourself and your spouse (if filing together)
- Social security card or ITIN document for you and your Spouse (if filing jointly)
- Your spouse's full name and social security number or tax ID number (if filing separate)
- Bank Name, Routing Number and Account Number, or a voided check for direct deposit of your refund
- If widowed, year of spouse's death
- If married filing separately, Full Name (from social security card/ITIN) and SSN/ITIN of spouse
- If legally separated or divorced, date of separation agreement or divorce decree

DEPENDENT(S) INFORMATION

- Social Security Cards or ITIN documents for each person to be listed on the return
- Dates of birth (month, date, & year) for each person on the return
- Childcare records (including the provider's tax ID number) if applicable
- Income of other adults in your home
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

SOURCES OF INCOME

Employed

- Forms W-2
- Previous Year's State Tax Refund (1099-G)

Unemployed

- Unemployment (1099-G)

Self-Employed

- Forms 1099-MISC, 1099-K, Schedule K-1, income records to verify amounts not reported on 1099s
- Written record of all business miles driven
- Record of all expenses — check registers or credit card statements, and receipts
- Office in home information, if applicable
- Record of estimated tax payments made (Form 1040-ES)

Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040–ES)

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (1099-SSA, RRB-1099)

Expenses related to your investments

- Record of estimated tax payments made (Form 1040–ES)
- Transactions involving cryptocurrency (Virtual currency)

Other Income & Losses

- Economic Impact Payment (stimulus) in 2020
- 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)
- Credit card or mortgage debt cancelled/forgiven by lender or a home foreclosure (1099-C, 1099-A)
- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trusts
- Royalty Income 1099–Misc.
- Any other 1099s received
- Record of alimony paid or received with ex-spouse’s name and SSN

TYPES OF DEDUCTIONS

Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property (i.e. auto) tax records

- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater, furnace, windows, insulation, etc.)
- All other 1098 series forms
- First time Home Buyers Credit (2008) details

Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts of miles driven for charitable/volunteer purposes

Medical Expenses

- Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- Amounts of miles driven for medical purposes

Health

- Form 1095-A if you enrolled in an insurance plan through the Marketplace
- Health Savings Account or long-term care reimbursements (5498-SA, 1099-SA or 1099-LTC)

Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- Wages paid to a baby-sitter *-Don't include expenses paid through a flexible spending account at work*

Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest
- K-12 Educator Expenses
- Receipts for classroom expenses (for educators in grades K-12)

State & Local Taxes

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid

Retirement & Other Savings

- Form 5498-SA showing HSA contributions or IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, cleanup costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if your county has been declared a federal disaster area

ADDITIONAL ITEMS

- Last year's tax return if available
- Tax notices: Documents from the IRS, Health Insurance Marketplace, your state tax agency, or anything that says "IMPORTANT TAX DOCUMENT"