

# VITA TAX PREP CHECKLIST

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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"