

WHAT DO I NEED TO FILE MY TAXES CHECKLIST?

Use the quick checklist below to find the tax documents and forms needed to get started. Better yet, review the list of tax documents and check items off as you add them to the portal. You may need other documents or information, depending on your situation.

Personal Information - This information tells the IRS exactly who's filing, who is covered in your tax return, and where to deposit your tax refund.

- ☐ Social security numbers (or tax ID number) and birth dates for you, your spouse, and your dependents
- ☐ Copy of last year's tax return for you and your spouse (helpful, but not required)
- ☐ Routing and account numbers to receive your refund by direct deposit into your account.

(If Applicable) An IP PIN is a six-digit number that stops others from filing taxes using your SSN or ITIN.

- ☐ Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS.

An IP PIN is a six-digit number that stops others from filing taxes using your SSN or ITIN. Click this link.

[Click Here To Get My IRS IP PIN](#)

Information about your income - You earned it, and we'll help you keep it!

- ☐ W-2 forms for you and your spouse
- ☐ Tips received but not reported on W-2 forms
- ☐ Pension/IRA/annuity income (1099-R)
- ☐ Social security/RRB income (SSA-1099, RRB-1099)
- ☐ Unemployment income or state or local tax refunds, including amounts on 1099-G forms
- ☐ Cancellation of debt information, including amounts reported on 1099-C and 1099-A forms
- ☐ **Self-employment (SE)** and farming profit and loss statements including:
 - ☐ All income, including amounts reported on forms 1099-NEC (or 1099-K if you're paid through a third party such as PayPal)
 - ☐ Business or farming expenses, including:
 - ☐ Payments to subcontractors
 - ☐ Supplies
 - ☐ Phone and internet
 - ☐ Office rent or home office information
 - ☐ Travel and meals
 - ☐ Equipment
 - ☐ Phone and internet

Additional income - Remember to report all additional income you receive, including:

- ☐ Taxable Health Savings Account (HSA) and Medical Savings Account (MSA) distributions
- ☐ Distributions from Educational Savings Accounts and 529 plans
- ☐ Scholarships
- ☐ Payments for jury duty
- ☐ Stock options
- ☐ Gambling winnings separate from losses
- ☐ Hobby and personal property rental income
- ☐ Prizes and awards

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Information about adjustments, deductions, and credits

Adjustments to income - The government offers several deductions and credits to help lower the tax burden on individuals, which may mean more money in your pocket.

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations.
- ☐ Form 1098-E if you paid student loan interest.
- ☐ For teachers: bank/credit/debit card statements or receipts for expenses paid for classroom supplies and other teacher expenses.
- ☐ Records of IRA and other retirement account contributions and rollovers made during the year including those reported on 5498.
- ☐ Keogh, SEP, SIMPLE, and other self-employed pension plan contributions
- ☐ Self-employed health insurance payment records
- ☐ Records of moving expenses (for military and possibly for state tax deductions)

Tax Credit - Provide all the necessary information to maximize tax credits.

- ☐ Fees paid to a licensed daycare center or family daycare for the care of an infant or preschooler Childcare records, including the provider's tax ID number.
- ☐ Form 1098-T Tuition Statement form reports tuition expenses paid for college, including books and school supplies.
- ☐ Form 1095-A if you enrolled in a health insurance plan through the Marketplace (Exchange)
- ☐ Clean vehicle and clean energy purchase information, including for solar electricity generation, solar water heaters, wind turbines, heat pumps, battery storage, and fuel cells.
- ☐ Adoption costs, including SSN of the child; records of legal, medical and transportation costs.

Itemized Deduction - You'll need the following documentation to make sure you get all the deductions and credits you deserve.

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Cash amounts donated to houses of worship, schools, and other charitable organizations.
- ☐ Escrow closing statement from mortgage refinancing.
- ☐ Investment interest expenses
- ☐ Forms 1098 or other mortgage interest statements
- ☐ Records/amounts of miscellaneous tax deductions: union dues; unreimbursed employee expenses including uniforms, supplies, seminars, continuing education, publications, travel, business use of home (possibly for state tax deduction)
- ☐ State and local taxes you've paid, including property, sales and income tax, and vehicle license fees based on the value of your vehicle.

Other Tax Documents

Tax Year 2020, 2021, 2022

- ☐ IRS Letter 6475 - your 2021 Economic Impact Payment, to determine eligibility to claim the Recovery Rebate Credit
- ☐ IRS Letter 6419 - official documentation that has the details you need to report your advance Child Tax Credit (CTC) payments.
- ☐ Information about your stimulus payment — also known as an economic impact payment (EIP) — if applicable — you may have IRS Notice 1444 or other records showing your EIP amount.