



Basic Tax Preparation Checklist

Thank you for choosing **FAstrack** Tax Services. I consider it a privilege to assist you. Please bring to your appointment documentation of the items listed below that apply to you. I look forward to working with you.



Stephen Brown, MSA

Personal Documentation

- Social Security numbers and Date of Birth for you, your spouse and dependents
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)
- Copies of last year's tax return for you and your spouse
- Bank account number and routing number if you plan to deposit your refund directly into your account
- Photo ID (driver's license or passport)

Income Documentation

- W-2 forms for you and your spouse
- Tax Forms you received:
 - 1099-G for unemployment income, or state or local tax refunds
 - 1099-MISC for independent contractor work
 - 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
 - 1099-INT or DIV for investment or interest income
 - Any other Tax Forms you may have received in the mail for income
- Business income- profit/loss statement
- Rental property income and expenses: profit/loss statement
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Alimony received

Other Income

- Gambling income (W-2G or records showing income, as well as expense records)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Jury duty records
- Hobby income and expenses
- Prizes and awards

Documents Needed for Adjustments to Your Income

(These items may reduce the amount of your income that is taxed which could result in an increase to your tax refund or lower the amount you may owe).

- Form 1098 for mortgage interest paid
- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- Records of IRA contributions made during the year
- Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- Records of Medical Savings Account (MSA) contributions
- Self-employed health insurance payment records
- Records of moving expenses
- Alimony paid

Documents Needed for Itemized Deductions

- Child care costs: provider's name, address, tax ID (or social security number if an individual), and amount paid
- Adoption costs: SSN of child; records of legal, medical and transportation costs
- Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- Records of taxes you paid
 - State and local income taxes
 - Real estate taxes
 - Personal property taxes

- Investment interest expenses
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- Medical and dental expense records
- Casualty and theft losses: amount of damage, insurance reimbursements
- Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- Records of home business expenses, home size/office size (square footage), home expenses

Other Information

- Receipts for classroom expenses (for educators in grades K-12)
- Estimated tax payments made during the year (self-employed)
- Prior-year refund applied to current year and/or any amount paid with an extension to file

Business Use of Vehicle Documentation

- Log showing total miles driven for the year (or beginning/ending odometer readings), total business miles driven for the year (other than commuting), and the business purpose of the mileage
- Amount of parking and tolls paid
- If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

Affordable Care Act

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e . an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)