

# Tax Document Checklist (*Submit all required documents*)

Express Taxes & Business Services/[expresstaxlady.com](http://expresstaxlady.com)

## **General Information:**

- Social Security Cards for all dependents
- Dates of Birth and Relationship of all dependents
- Copy of Driver's License for both Taxpayers
- Direct Deposit Bank Routing # and Account #
- Child Care providers statement
- IRS Identity PIN information

## **General Income:**

- W-2 forms - Wages, Salary and Tips
- W2G – Gambling Winnings
- 1099G – Unemployment Compensation & State Tax Refund
- 1099NEC and 1099MISC forms
- 1099INT – Bank Account Interest
- 1099DIV – Dividends
- 1099B – Sale of Stocks & Cryptocurrency/ Brokerage Statement
- 1099C- Cancellation of Debt
- 1099K-Merchant/Credit Card transactions
- K1's –Partnerships, S Corporations and Trusts
- Foreign Earned Income
- Other Income

## **Retirement Income:**

- Social Security Benefit Statement (*pink copy*)
- RRB Railroad Retirement Benefits
- 1099R -Pensions, IRA, 401K, Annuities

## **Tax Credits:**

- Adoption Expenses paid
- Foreign Tax Credit
- Residential Clean Energy Credit
- Electric Vehicle Credit
- 1<sup>st</sup> Time Homebuyers Credit
- Military Expenses

## **Contributions:**

- IRA contributions
- 401K contributions
- HSA Health Savings Account contributions
- Charity donations (*cash and non-cash*)
- 529 Plan contributions

## **Home/House:**

- Real Estate Property Taxes
- Mortgage Interest -1098
- Sale of Home- 1099-S
- Sale of Home Settlement Statement
- Rental Property Rents 1099Misc

## **School:**

- College Student – 1098-T
- Student Loan Interest – 1098-E
- Daycare and After School Care
- Educators expenses

## **Tax Payments:**

- Federal and State Estimated taxes
- Highway Fuel tax
- Sales Tax
- Overpayment applied
- Federal Tax withholdings
- State Tax withholdings
- Advalorem Vehicle Taxes

## **Medical/Health Care:**

- Health and Dental Insurance
- Prescriptions and Copays
- Doctor and Dental bills
- Eye Care – glasses, contacts
- Ears, nose and throat etc.
- Long Term Care Premium
- Nursing Home expense
- Medical examinations
- Disability accessories