NYK | Financial Services
Your Trusted Advisers For Life

Checklist to organize your tax records

Taxpayers Basic Personal Information

- ☐ Last two years of Tax Returns (**for new client only**)
- ☐ Name, SSN or ITIN, and date of birth
- ☐ USA Bank Name, Account and Routing number
- ☐ Foreign Bank Name and Address if value greater thank $10,000 USD -**FBAR**
- ☐ Identity Theft PIN (If applicable)

Dependents Information

- ☐ Name, SSN or ITIN, and date of birth for each child/dependent
- ☐ Custodial releasing child claim right to noncustodial parent - **Form 8332**
- ☐ Child care costs - **Provider's name/address/tax ID/amount paid**
- ☐ Educational Expenses - **Statement of Bursar Office and out of pockets expenses**

Income Source Documents

- ☐ Wages - Taxpayer and Spouse - **Form W-2**
- ☐ Cancellation of Debt - **Form 1099-C**
- ☐ Dividend Income - **Forms 1099-OID, 1099-DIV**
- ☐ Gambling Income- **Form W-2G** and Records of Gambling Losses
- ☐ Interest Income - **Form 1099-INT**
- ☐ Digital Asset Proceeds From Broker - **Form 1099-DA**
- ☐ Pension/IRA/Annuity Income - **Form 1099-R**
- ☐ Vehicle Loan Interest Statement - **Form 1098-VLI**
- ☐ Royalties/Other Income - **Form 1099-MISC**
- ☐ Sale of Property - **Form 1099-S**
- ☐ Sale of Stock - **Form 1099-B**
- ☐ Social Security - **Form SSA 1099**
- ☐ Unemployment Compensation - **Form 1099-G**
- ☐ Personal trade CC payment transactions - **Form 1099-K**

Business and Rental

- ☐ Business - Records of Income/Expenses - **Canceled Checks & Receipts**
- ☐ Business - Dates of acquisitions and dispositions - **Purchase/Sale Agreement**
- ☐ Business - Nonemployee Compensation - **Form 1099-NEC**
- ☐ Business - Records of cost basis in acquired/sold property - **Closing Statement**
- ☐ Business - Partnership, S Corporation, Estate Trust Income - **Schedule K-1**
- ☐ Business - Pass-Through Entity Tax (PTET) estimated Indiana payments due 20th of each QTR
- ☐ Business - All reportable CC payment transactions - **Form 1099-K**
- ☐ Business - Home use of office - **Records of Income/Expenses**
- ☐ Business - Miles traveled for business purposes - **Tracking Support**
- ☐ Business - Letter/correspondences with IRS - **Current Tax Year**
- ☐ Self-Employed Health Insurance payment records

NYK | Financial Services
Your Trusted Advisers For Life

Checklist to organize your tax records - Continue

- ☐ Business & Rental Income - **Form 1099-MISC**
- ☐ Rental - Asset information - **Cost/Date in Service/Original Value**
- ☐ Rental - Records of Income and Expenses - **Canceled Checks & Receipts**
- ☐ Rental - Suspended Rental Loss Information

Other Documents

- ☐ Hobby Income/Expenses
- ☐ Installment Sale Information
- ☐ Interest in Cyber or Virtual Currency
- ☐ Jury Duty Income
- ☐ Prizes and Awards

Adjustments to Income and Credits

- ☐ Adoption Costs - **SSN for Child/Legal Records/Med & Transportation costs**
- ☐ Alimony Paid - **Canceled Checks & Receipts**
- ☐ Cash Charitable Donations - **Receipts/Charity Letters/Items donated**
- ☐ Charitable Mileage - **Tracking Support**
- ☐ Estimated Tax payments - **Form 1040ES**
- ☐ Foreign Tax Paid - **Canceled Checks & Receipts**
- ☐ Health Saving Account - **Form 1099-SA**
- ☐ Records of Medical Saving Account Contributions - **Form 5498-SA**
- ☐ Higher Education Tuition Paid - **Form 1098-T**
- ☐ Home Equity Line of Credit - **Evidence to support the amount used**
- ☐ Individual Retirement Account "IRA" contributions - **Broker Statement**
- ☐ Keogh, Sep, SIMPLE, and other Self-Employed pension plans - **Provider Statement**
- ☐ Last Year's Tax Return Overpayment applies to this year
- ☐ Medical and dental expense records - **Provider Statement**
- ☐ Medical Insurance paid - **Provider Statement**
- ☐ Mortgage Interest Statement - **From 1098**
- ☐ Non-Cash Charitable Donations - **Receipts/Charity Letters/Items donated**
- ☐ Personal Property Taxes paid - **Vehicle Registration Excise tax paid**
- ☐ Real Estate tax paid - **Canceled Checks or Assessor Statement**
- ☐ Off Highway Fuel taxes paid - **Canceled Checks**
- ☐ Student Loan Interest paid - **Form 1098-E**

Reminder - Please use NYK Portal to upload data
IRS filing deadline for individual is due on Thursday, April 15, 2027