



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 than \$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**
- Long Term Care Reimbursement - **Form 1099-LTC**
- Pension/IRA/Annuity Income - **Form 1099-R**
- Rail Road Income RRB - **Form RRB -1099**
- 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 - 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



Checklist to organize your tax records - Continue

- Rental - Rents 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**
- Child care costs - **Provider's name/address/tax ID/amount paid**
- 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**
- Educational Expenses - **Statement of Bursar Office**
- 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 - **Form 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 - The due date for filing tax returns and making tax payments is
Monday, April 15, 2024**