Tax Return
Preparation Checklist

WARREN ACCOUNTING GROUP
PAYROLL · BOOKKEEPING · TAXES

Here are some of the most common documents needed to prepare a tax return. Highlight the areas that apply to you, and make sure you have that information available before submitting your return.

Personal Information

- ☐ Social Security numbers and dates of birth for everyone on your tax return
- ☐ Copies of last year's tax return for you and your spouse (helpful, but not required)
- ☐ Bank account number and routing number, if depositing your refund directly into your account

Income Information

- ☐ Wage statement (W-2)
- ☐ Unemployment statement (1099-G)
- ☐ Pension and IRA income (1099-R)
- ☐ Social Security income (1099-SSA)
- ☐ Interest, dividends, and income from sales of stock or property (1099-INT, 1099-DIV, 1099-B, 1099-S)
- ☐ HSA distributions (1099-SA)
- ☐ State income tax refund from prior year (1099-G)
- ☐ Alimony received
- ☐ Business or farming income - profit/loss statement, capital equipment information
- ☐ Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
- ☐ Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.

Credits & Deductions

- ☐ Student loan interest paid (1098-E)
- ☐ College tuition, fees, and books (1098-T, cashier's office statement)
- ☐ Childcare expenses (need provider's name, address, and EIN or SSN)
- ☐ Medical expenses (unreimbursed insurance, doctor, healthcare facility, and prescription costs)
- ☐ For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
- ☐ Taxes paid (personal property/vehicle taxes, estimated tax payments made during the year)
- ☐ Real estate taxes paid and mortgage interest paid (1098)
- ☐ Charitable donations (receipts for cash and non-cash donations) – even if you don't itemize
- ☐ Expenses related to any 1099-MISC income (receipts, mileage logs, etc.)
- ☐ Advance Child Tax Credit amounts received (IRS Letter 6419)

Information Documents

☐ 5498 series forms showing contributions to HSAs, IRAs, etc.
☐ Bank information for direct deposit of refunds (account and routing numbers)
☐ Health insurance coverage (1095-A, 1095-B, or 1095-C depending on circumstance; must have 1095-A if anyone in the tax household received Marketplace Insurance)
☐ IRS notice detailing third stimulus payment (1444-C)

Rental Property

☐ Record of income (1099-MISC, checkbook register, bank statements, etc.)
☐ Record of expenses (repairs, cleaning, travel to property, mortgage, insurance, utilities, etc.)
☐ Depreciation record (cost of assets, date placed into service, prior depreciation taken)
☐ Documents related to PPP loan and forgiveness and/or EIDL advance and loan

Self-Employed

☐ Record of income (1099-NEC, 1099-K, receipt book, bank statements, etc.)
☐ Record of expenses (home office, inventory costs, advertising, fees and taxes paid, travel, etc.)
☐ Depreciation record for any assets (cost, date placed into service, prior depreciation taken)
☐ Documents related to PPP loan and forgiveness and/or EIDL advance and loan

Have Questions about your return? **Call us at (252) 827-5259!**