



## INDIVIDUAL TAXES CHECK LIST

### Personal Information

- Your social security number or tax ID number
- Your spouse's full name and social security number or tax ID number
- Copies of Driver's Licenses (mandatory for Illinois taxpayers)
- Copy of last year's tax return
- Bank routing and account numbers (for direct deposit of refund)

### Dependent(s) Information

- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Income of other adults in your home
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

### Sources of Income

#### Employed

- Forms W-2

#### Unemployed

- Unemployment, state tax refund (1099-G)

#### Self-Employed

- Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all expenses — check registers or credit card statements, and receipts
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- Business-use asset information (cost, date placed in service, etc.) for depreciation**
- Office in home information, if applicable**
- Record of estimated tax payments made (Form 1040-ES)**

### **Rental Income**

- Records of income and expenses**
- Rental asset information (cost, date placed in service, etc.) for depreciation**
- Record of estimated tax payments made (Form 1040-ES)**

### **Retirement Income**

- Pension/IRA/annuity income (1099-R)**
- Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)**
- Social security/RRB income (1099-SSA, RRB-1099)**

### **Savings & Investments or Dividends**

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)**
- Income from sales of stock or other property (1099-B, 1099-S)**
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)**
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)**
- Expenses related to your investments**
- Record of estimated tax payments made (Form 1040-ES)**

### **Other Income & Losses**

- Gambling income (W-2G or records showing income, as well as expense records)**
- Jury duty records**
- Hobby income and expenses**
- Prizes and awards**
- Trusts**
- Royalty Income 1099-Misc.**
- Any other 1099s received**
- Record of alimony paid/received with ex-spouse's name and SSN**

## Types of Deductions

- Home Ownership
- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- All other 1098 series forms

## Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts of miles driven for charitable or medical purposes

## Medical Expenses

- Amounts paid for healthcare insurance and to doctors, dentists, hospitals

## Health Insurance

- 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 (e.g., an employer, insurance company, or 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)

## Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- Wages paid to a baby-sitter  
Don't include expenses paid through a flexible spending account at work

## Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

## **K-12 Educator Expenses**

- Amounts for classroom expenses (for educators in grades K-12)

## **State & Local Taxes**

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid

## **Retirement & Other Savings**

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

## **Federally Declared Disaster**

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, cleanup costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if my county has been declared a federal disaster area