

Income Tax Checklist

Taxpayer's name	SSN	
Spouse's name	SSN	
Taxpayer's occupation	Birthdate	Blind?
Spouse's occupation	Birthdate	Blind?
Address		
Phone		
Did you receive, sell, send, exchange or disposed of any financial interest in virtual currency? Y or N		

DEPENDENTS

Name	SSN*	Birthdate	Relationship
1)			
2)			
3)			
4)			

Income	Support by you	Support by others	Months in your home
1) \$	\$	\$	
2) \$	\$	\$	
3) \$	\$	\$	
4) \$	\$	\$	

* You must provide a Social Security number for all dependents.

PAPERWORK TO BRING

_____ W-2s	_____ 1099-INT/DIV	_____ 1099-NECs	_____ ACTC Letter 6419
_____ K-1s	_____ Property tax bill	_____ Last year's tax return	_____ Health insurance coverage information

ECONOMIC IMPACT PAYMENTS

	Taxpayer & Spouse	Dependents
Amount received for third payment	\$ _____	\$ _____

OTHER INCOME

SALE OF STOCK OR OTHER PROPERTY	Cost	Sales price

Please bring supporting documents (Form 1099-Bs and statements)

- If you have a business or rental property, please attach an income/loss statement and supporting documents.
- If you borrow money and the debt is canceled or forgiven, please include Form 1099-A and/or 1099-C.

If you have other income, please bring all figures and supporting data. Examples:

Tips	_____
Pensions/annuities	_____
Jury duty	_____
Unemployment (1099-G)	_____
Alimony received*	_____
Prizes (1099-MISC)	_____
Self-employment	_____
Partnerships and S corporations	_____
Estates & trusts	_____
Social Security benefits	_____
Scholarships & fellowships	_____
Tax refunds	_____
Royalties	_____
Nontaxable income	_____
Gambling	_____
Hobby income	_____
Other _____	_____

* Not taxable for divorces commencing after Dec. 31, 2018

Deductions and Credit Items

RETIREMENT

Contributions to a traditional IRA
 Taxpayer Date _____
 Spouse Date _____
 Contributions to a Roth IRA
 Taxpayer Date _____
 Spouse Date _____
 Penalty for early withdrawal _____
 Alimony pd. (can't deduct for divorces commencing after 12/31/18) _____
 Keogh, SEP & SIMPLE contributions _____

MEDICAL EXPENSES

Medical savings account (MSA) contributions _____
 Health savings account (HSA) contributions _____
 Insurance & Medicare premiums _____
 Prescriptions _____
 Eyeglasses _____
 Doctors _____
 Dentists _____
 Hospital _____
 Ambulance _____
 Medical auto mileage _____
 Other medical travel expenses _____
 Hearing aids & batteries _____
 Other medical expenses _____
 Reimbursements _____
 Self-employed health insurance _____

TAXES

Real estate tax _____
 Personal property tax* _____
 City/county tax* _____
 Sales tax _____
 Other* _____

Estimated taxes	State	Federal
Date pd.		
Date pd.		
Date pd.		
Date pd.		

INTEREST EXPENSE

Home mortgage (1098) _____
 Home mortgage – pd. to individuals _____
 (Include name and SSN of individuals) _____
 Mortgage insurance premiums _____
 Investment interest** _____
 Student loan interest (1098-E) _____

CONTRIBUTIONS

Church _____
 Other cash contributions _____
 Charitable auto mileage _____
 Property donated for which you have _____
 receipts (fair market value) _____

For 2021, taxpayers using the standard deduction are allowed an above-the-line charitable contribution of up to \$300 for single and \$600 for married.

CASUALTY & THEFT LOSSES

The following expenses may only be claimed in a federally declared disaster area.

Cost of property lost _____
 Fair market value of property _____
 Insurance reimbursement received _____

OTHER ADJUSTMENTS

Moving expenses - Armed Forces members only _____
 Gambling losses _____
 Educator expenses _____

CHILD CARE EXPENSES – Bring list of monthly totals

Provider's name	Address	ID# of provider(s)	Amount pd.

EDUCATION CREDITS (1098-T)

Name of institution	Tuition pd.	Who attended	When classes began

LOANS: If you borrowed money during the year, bring a list showing the amounts, dates and use of proceeds.

* Taxpayers who itemize can deduct their state individual income, sales and property taxes up to a limit of \$10,000 in total.

** For taxpayers who itemize, your investment interest expense deduction is limited to your net investment income.