PROGRAM M TAX & FINANCIAL

Tax-Season Document Checklist

A general starting point for gathering what your preparer will need

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Personal Information

[ ] Government-issued photo ID for yourself (and spouse, if filing jointly)

[ ] Social Security cards or ITIN letters for yourself, spouse, and dependents

[ ] Last year's tax return (helpful for reference, even with a new preparer)

[ ] Direct deposit information (voided check or bank routing/account number) for any refund

Income Documents

[ ] W-2s from every employer

[ ] 1099-NEC or 1099-MISC for contract/freelance work

[ ] 1099-K for payment-app or marketplace income, if applicable

[ ] 1099-INT / 1099-DIV for interest and dividend income

[ ] 1099-R for retirement or pension distributions

[ ] SSA-1099 for Social Security benefits received

[ ] Records of any cryptocurrency transactions (buys, sells, trades, income received in crypto)

[ ] Records of rental income, if applicable

[ ] Unemployment compensation statements (1099-G), if applicable

Self-Employed / Small-Business Clients

[ ] Total income received for the year (invoices, deposits, or bookkeeping summary)

[ ] Business expense records, organized by category (see the Small-Business Recordkeeping Guide)

[ ] Mileage log or total business miles driven, if claiming vehicle expenses

[ ] Home office measurements, if claiming a home office deduction

[ ] Records of estimated tax payments made during the year

[ ] Business bank and credit card statements

[ ] Asset purchases (equipment, software, vehicles) made during the year

Deductions & Credits

[ ] Mortgage interest statement (Form 1098)

[ ] Property tax records

[ ] Student loan interest statement (Form 1098-E)

[ ] Tuition statements (Form 1098-T) and education expense records

[ ] Childcare provider name, address, and Tax ID/SSN, plus amount paid

[ ] Charitable donation receipts

[ ] Medical expense records, if significant

[ ] Retirement contribution records (IRA, SEP-IRA, Solo 401(k), etc.)

[ ] Health insurance marketplace statement (Form 1095-A), if applicable

Before Your Appointment

Organize documents by category above, note any life changes from the past year (marriage, new child, new business, home purchase, address change), and list any questions you want to cover. Bringing things organized — even loosely — saves time and helps your return get done accurately the first time.

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