



As you prepare for tax season, we want to help you gather all the important information and documentation necessary to file your tax return. Whether you are hiring a professional to file for you or you plan to do it yourself, here is a checklist of the key items needed to complete the job. The best place to start is usually with last year's tax return: you can use it to reference the documents you needed to file previously. Also, if you plan to file electronically, you will need your bank account number and routing number.



## PERSONAL AND DEPENDENT INFORMATION

Did your marital status change during the year?

Were there any changes in dependents from the prior year?

Did your address change or did you move to a different state?

Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of \$2,200?

Did you provide over half the support for any other person(s) other than your dependent children during the year?

Did you receive an advance on the child tax credit? If yes, attach Letter 6419.

Did you receive an economic impact payment? If yes, attach Letter 6475.



## RETIREMENT INFORMATION

Did you make any contributions to an IRA, Roth IRA, Keogh, SIMPLE IRA, SEP IRA, 401(k), or other qualified retirement plan? Keep your Form 5498s. These may not be furnished to you until May or June.

Did you receive any Social Security benefits during the year? If yes, attach any Form(s) 1099-SSA.

Did you receive a distribution from an IRA, Roth IRA, Keogh, SIMPLE IRA, SEP IRA, 401(k), or other qualified retirement plan?

Did you transfer or rollover any amount from one retirement plan to another retirement plan? If yes, attach any Form(s) 1099-R.

Did you make distribution of all or a part of your RMD directly to a public charity? Be sure to let your tax preparer know.

Did you convert part or all of your traditional IRA, SEP IRA, or SIMPLE IRA to a Roth IRA in 2021?

Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan? If yes, attach any Form(s) 1099-R.



## INCOME, ASSETS AND LIABILITIES

Did you sell, exchange, or purchase any assets used in your trade or business?

Did you sell, exchange, or purchase any stocks, bonds, mutual funds or other investments? If yes, attach Form(s) 1099-B.

Did you close any investment account? (the Form(s) 1099 may be delayed)

Did you receive, exercise, or sell any stock options or restricted stock? If yes, attach any W-2s, and Form(s) 1099-B.

Did you acquire a new or additional interest in a partnership, LLC, or S corporation?

Did you receive a salary? If yes, attach any W-2s, and Form(s) 1099-B.

Did you receive consulting income? If yes, attach any Form(s) 1099-MISC.

Did you sell, exchange, or purchase a business during the year?

Did you purchase or sell a principal residence during the year? If yes, attach any Form(s) 1099-S.

Did you sell, exchange, or purchase any real estate during the year? If yes, attach any Form(s) 1099-S.

Did you receive any rental income from real estate? If yes, prepare income and expenses information.

Did you invest in a qualified opportunity zone?

Did you take out or refinance a home equity loan this year? If yes, attach any Form(s) 1098.

Did you receive any unemployment benefits during the year? If yes, attach any Form(s) 1099-G.

Did you have an interest in any or receive income from any partnerships or S-Corporations? If yes, attach any Form(s) K-1.

Did you receive any disability income during the year? If yes, attach any Form(s) 1099-G, SSA-1099.

Are you the beneficiary of or did you receive any income from a trust? If yes, attach any Form(s) K-1.

Did any of your life insurance policies mature, or did you surrender any policies? If yes, attach any Form(s) 1099-R.

Did you receive any income considered to be nonemployee compensation? If yes, attach any Form(s) 1099-NEC.

Do you expect a large fluctuation in income, deductions, or withholding next year?

Did you have any sales or other exchanges of virtual currencies or used virtual currencies to pay for goods or services? If yes, attach your cost basis and sale price information.

Did you have any interest-bearing cash accounts? If yes, attach any Form(s) 1099-INT.

Did you have any debts canceled or forgiven? If yes, attach any Form(s) 1099-C.

Does anyone owe you money that has become uncollectible?

Did you receive alimony?

Did you receive any taxable refunds? If yes, attach any Form(s) 1099-G.



## EDUCATION

Did you take a distribution from an Education Savings Account, 529 plan, or a Qualified Tuition Program? If yes, attach any Form(s) 1099-Q.

Did you, your spouse, or a dependent incur any tuition expenses required to attend a college, university, or vocational school?

Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses.

Did anyone in your family receive a scholarship of any kind during the year?

If yes, were any of these withdrawals rolled over into an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 1099-QA and 5498-QA.

Did you make any contributions to an education savings or 529 Plan account?

Did you pay any student loan interest this year? If yes, attach any Form(s) 1098-E.



## HEALTHCARE

Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e., Medicare) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. If yes, attach any Form(s) 1095-B and/or 1095-C you received.

Did you enroll for Marketplace Coverage through HealthCare.gov under the Affordable Care Act? If yes, attach any Form(s) 1095-A you received.

Did you make any contributions to a health savings account (HSA) or Archer MSA?

Did you take any distributions from a health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year? If yes, attach Form(s) 1099-SA.

Did you pay long-term care insurance premiums for yourself or your family?

Did you receive any benefits from a long-term care insurance policy? If yes, attach Form(s) 1099-LTC.



## ESTIMATED TAXES

Did you apply an overpayment of 2020 taxes to your 2021 estimated tax (instead of being refunded)? How much?

Did you make any quarterly estimated payments throughout last year?



## DEDUCTIONS AND CREDITS

Did you pay out-of-pocket medical expenses (co-pays, prescriptions, assisted living, etc.)?

Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)?

If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or a record of payment, to substantiate all contributions made.

Did you donate a vehicle or boat during the year? If yes, attach Form(s) 1098-C or other written acknowledgment from the donee organization.

Did you pay real estate taxes for your primary home and/or second home? If yes, attach property tax bills.

Did you pay any mortgage interest on an existing home loan? If yes, attach any Form(s) 1098 you received.

Did you incur interest expenses associated with any investment accounts you held? (e.g., if you have margin or a pledged asset line of credit)

Did you make any major purchases during the year in connection with your business?

Did you incur a loss because of damaged or stolen property?

Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?

Did you pay for childcare while you worked or looked for work?



## MISCELLANEOUS

Did you make gifts of more than \$15,000 to any individual?

Did you utilize an area of your home for business purposes?

Did you retire or change jobs this year? If yes, remember to attach any W-2s or Form(s) 1099s from previous job. Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?

Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?

Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?

Did you engage the services of any household employees?

Did you work remotely from a different state during the year?



## COMMON FORMS

**W-2 Forms.** Your employer must issue your W-2 Form by January 31st either electronically or by mail.

**1099 Forms.** There are different versions of 1099 Forms depending on the type of payment you received.

- 1099-C Forms for cancellation of debt.
- 1099-G Forms for unemployment income, or state or local tax refunds 1099-MISC for any independent contractor work.
- 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans 1099-S Forms for income from sale of a property.
- 1099-INT, -DIV, -B for investment or interest income.
- SSA-1099 for Social Security benefits received.

**1095 Forms.** The forms that report the status of your health insurance coverage for the prior year. Could be form 1095- A, B or C.

**1098 Forms.** This form most commonly reports mortgage interest, tuition paid (1098-T), or student loan interest (1098-E).

**Schedule K-1.** Income reported to you from a partnership, S-corporation, or trust income.

**Form 5498.** Reports IRA contributions. Often is not mailed until May or June.