



**DOCUMENT CHECKLIST -**

**INFORMATION AND FORMS TO BRING FOR TAX RETURN PREPARATION**

Proof of identity (drivers license, photo identification card, Mexican identification (Matricula) for taxpayer)

1. Social Security Card or Individual Taxpayer Identification Number (ITIN) for each person in taxpayers family (last years tax return can be used for the SSN/ITIN verification)
2. Copy of Prior Year Tax Return, if available, especially if they don't have social security cards
3. Bank Routing Number and Account Number for direct deposit, preferably from a VOIDED check
4. All W-2 Forms (including W-2R Retirement, W2-G Gambling, if any)
  1. Unreported tips
    1. Use Form 4137 if unreported tips are greater than \$20/month
    2. If tips less than \$20/month, report on W2 box 7
5. Alimony Income – need amount
6. All 1098 & 1099 Forms (if any)
  1. 1099-MISC Form for income not reported on W2, e.g. non-employee compensation, rents, royalties, etc.
  2. 1099-G Form if received unemployment insurance benefits and other Government payments
  3. 1099-INT Forms if received interest from checking/savings account, bonds, CDs, or brokerage account
  4. 1099-DIV Forms if received dividend income from mutual funds, stock, etc.



5. 1099-R Distributions from Profit-Sharing, Retirement Plans, IRA's, etc.
6. 1099-T Tuition paid and Scholarship/Grants received
7. 1098 Mortgage Interest Statement if paying on a home loan
7. State tax refund (may be taxable if you itemized last year)
8. All Social Security Benefit Statements (SSA-1099) Forms
  1. Supplemental Security Income (SSI) isn't taxable
9. Alimony Expense – need amount paid, full name of recipient and their SSN
10. Child Care Provider identification (preschool, after school care, in-home care, etc) if taxpayer paid expenses for the care of a child so they can work or attend school
  1. Name, address, Social Security Number and/or Federal Identification Number of, and amount paid to each provider
11. Advanced Earned Income Credit paid to you by employer, not on your W-2 Form
12. Estimated taxes paid in tax year or from refunds from previous year. Need amounts and dates of payment.
13. Renters – Landlords' name, address, phone number and renting dates for each landlord (Used for State Tax Return credit)

Any other documents that might apply to the correct preparation of your tax return.