



CLK TAX SERVICE TAX DOCUMENT CHECKLIST



MOST COMMON

- ☐ Your social security number or tax ID number
- ☐ Your spouse's first name, social security number or tax ID
- ☐ Driver's license numbers for yourself and your spouse
- ☐ Routing and account numbers to receive your refund by direct deposit or pay your balance due

Dependent Information

- ☐ Dates of birth and social security numbers or tax IDs
- ☐ Childcare records (including the provider's tax ID number) if applicable
- ☐ Income of dependents and of other adults in your home



MOST COMMON

- ☐ Employed- W-2
- ☐ Unemployed - 1099 G

SELF EMPLOYED

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





RENTAL INCOME

- ☐ Records of income and expenses
- ☐ Rental asset information (cost, date placed in service etc.) for depreciation

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 (SSA-1099, RRB-1099)





SAVINGS AND INVESTMENTS

- ☐ Interest, dividend income (1099-INT, 1099-DIV, 1099-OID)
- ☐ Income from sales of stock or other property (1099-B, 1099-S)
- ☐ Dates of acquisition and records of your cost and other basis in property you sold
- ☐ 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)
- ☐ Transactions involving cryptocurrency





OTHER INCOME AND LOSSES

- ☐ Gambling income (W-2G or records showing income)
- ☐ Jury duty records
- ☐ Hobby income and expenses
- ☐ Prizes and rewards
- ☐ Trust income
- ☐ Royalty income (1099-MISC)
- ☐ Any other 1099s received
- ☐ Record of alimony paid/received with ex-spouse's name and SSN and divorce date
- ☐ State tax refund

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 (solar panels)

CHILDCARE EXPENSES

- ☐ Fees paid to a licensed day care center or family day care
- ☐ Amounts paid to a baby-sitter or provider care while you work
- ☐ Expenses paid through a dependent care flexible spending account at work



TYPES OF DEDUCTIONS



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

OTHER SAVINGS

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

TYPES OF DEDUCTIONS



CHARITABLE DONATIONS/MEDICAL

- ☐ Cash amounts donated to houses of worship, schools, and other charitable organizations
- ☐ Records of non-cash charitable donations
- ☐ Amounts of miles driven for charitable or medical purposes
- ☐ Out of pocket amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals
- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

