



**STEPPIN STONE**  
TAX & ACCOUNTING SERVICES  
TAXES DONE RIGHT THE FIRST TIME

## Tax Preparation Checklist

### Personal Information

- Social Security numbers (SSN) and dates of birth for self, spouse, and dependents
- Valid photo ID for taxpayer and spouse (if applicable)
- Last year's federal and state tax returns (for reference)

### Income Documentation

- W-2 Forms from all employers
- 1099 Forms (if applicable):
  - 1099-INT for interest income
  - 1099-DIV for dividends received
  - 1099-B for stock sales or brokerage accounts
  - 1099-G for unemployment benefits or state tax refunds
  - 1099-MISC or 1099-NEC for independent contractor or self-employment income
  - 1099-R for retirement income from pensions, IRAs, or annuities
  - 1099-K or 1099-C for third-party payments or debt cancellation
  - SSA-1099 for Social Security benefits
- Income from other sources, such as rental properties, alimony, or gambling winnings

### Deductions and Credits

- Medical Expenses: Receipts for out-of-pocket expenses, including prescriptions
- Charitable Contributions: Receipts or documentation for donations to qualified organizations
- Education Expenses:

- - Form 1098-T for tuition payments and related expenses
- - Student loan interest statements (Form 1098-E)
- Mortgage and Property Taxes:
  - - Mortgage interest statement (Form 1098)
  - - Property tax receipts
- Childcare Expenses: Records of payments to daycare providers with tax ID
- Business Expenses (if self-employed): Receipts and records, including mileage logs
- Home Office Deduction: Square footage of home office space and expense records

### **Investment and Retirement Documentation**

- Investment Income: Documentation of stock/bond purchases and sales, dividend income
- Retirement Accounts:
  - - IRA or other retirement account contributions
  - - Form 5498 for IRA contributions
  - - Form 8606 for nondeductible contributions to traditional IRAs

### **Health Insurance Information**

- Form 1095-A, B, or C: Health insurance statements
- Records of Health Savings Account (HSA) contributions and withdrawals (Form 1099-SA)

### **Other Relevant Documents**

- IRS correspondence received, including CP letters or other notices
- Estimated tax payments made throughout the year (dates and amounts)
- Record of cryptocurrency transactions, if applicable