



## TAX DOCUMENT CHECKLIST

Revised January 2024

### FILING STATUS & MISC.

- Email addresses and contact phone numbers
- A copy of last year's tax return (if we did not prepare it)
- A copy of your current driver's license or state ID (identity theft prevention measure)
- Social Security numbers AND birthdays for:
  - Self
  - Spouse
  - Kids/dependents
- For Earned Income Tax Credit, Child Tax Credit, Education Credit (college student) & Head of Household Filing Status:**
  1. Proof of residency for qualifying children—school records, medical records, childcare provider records, place of worship statement, etc.
  2. If a Schedule C is included in return—business license, Forms 1099, records of gross receipts, records of expenses, bank statements, etc.
  3. If claiming head of household filing status, be sure that you can prove you provided >50% of the cost of maintaining the home for you and your dependent (rent receipts, utilities, groceries, etc.). We do not need this info, but you will be required to maintain it with your backup in the event of an audit.
- Records of receipt, sale, or exchange of a financial interest in any virtual currency

### INCOME

- W-2s for all jobs worked
- 1099-INT for interest income
- 1099-DIV for dividend income
- 1099-R for pension/retirement account distributions
- Form SSA-1099 for Social Security payments received
- 1099-B for information from stock/mutual fund sales or other capital assets
- Alimony, ex-spouse's name and SSN & date of original divorce or separation agreement if before 1/1/19
- 1099-NEC/K/MISC & ALL other self-employment income & expenses (even if no 1099 was received)
- Rental/royalty income & expenses for each rental property
- Schedule K-1's from partnerships, S-corporations, estates & trusts
- Form 1099-G for unemployment received/repaid
- Other sources of income including gambling winnings, legal settlements, etc.

## DEDUCTIONS & CREDITS

- HSA & IRA contributions you have made or will make before April 18, 2024 (for Tax Year 2023)
- Form 1098-E for Student loan interest paid
- Out of Pocket Medical expenses & supplemental health insurance—deductible if >7.5% of adjusted gross income
- State or local income taxes paid
- Sales tax paid for car, boat or airplane in 2023
- Real estate/personal property taxes paid
- Form 1098 for mortgage loan interest paid
- Form 1098 for HELOC or home equity loan interest paid  
**NOTE: If the funds were not used to buy, build or substantially improve the home that secures the loan this interest is not deductible. Please prepare a schedule showing how the loan proceeds were used.**
- Charitable contributions: monetary & non-monetary
- Gambling losses
- Childcare expenses & provider's tax ID number
- Educational expenses: Form 1098T is required *along with a statement from the school of expenses paid in 2023*
- For residential energy credits: amount spent on energy efficient home improvements
- For clean vehicle credit: purchase date, make, model, VIN of EV or PHEV purchased in 2023

## HEALTH INSURANCE INFO

- If you obtained insurance through the exchange:** Form 1095-A—if you did not receive this form or you have lost it, access the exchange via the internet and download this document. Please be advised that if you purchased insurance through the exchange and you received assistance from the government to pay your premium, we must reconcile that assistance on your return. As a result, you may either owe some of it back or get additional assistance when we prepare your return.
- If you tried to purchase on the exchange and were told you were exempt:** The exchange exemption certificate—if you do not have this certificate, notify the exchange to provide you with one (per the government this will take at least 2 weeks)
- Please be advised that if you are subject to the penalty for not having insurance, the ACA requires that you pay a penalty in most instances. **The penalty is still in effect for 2023 returns although it has been reduced to \$0**

Also for 2024 filing season:

- Routing & Account Number for direct deposit of refunds or direct debit of balance due**
- Total of internet, mail order & out-of-state purchases on which you did NOT pay IL sales tax
- If bought or sold real estate during 2023, final closing statement from closing documents
- Date and amount of quarterly estimated tax payments (federal & state)

Please remember that not all these items will necessarily apply to your individual tax situation. If you have any questions, feel free to email [keith@vanbaumaccounting.com](mailto:keith@vanbaumaccounting.com) or text anytime 847-345-1437.