

INDIVIDUAL TAX RETURN CHECKLIST



The sole purpose of this checklist is to help you prepare your tax return smoothly. Highlight the areas that apply to you and gather necessary documentation.

Pro tip: Attach the list to a folder of your tax documents, and check items off as you add them to the folder.

Key places to look for documents



FILING CABINET



EMAIL



FOLDERS



DESK DRAWERS

Full Name	<input type="text"/>	DOB	<input type="text"/>
Address	<input type="text"/>	SSN#	<input type="text"/>
Type of tax returns	<input type="text" value="Individual"/>	Phone number(s)	<input type="text"/>
Due date	<input type="text" value="15th April 2021"/>	Form	<input type="text" value="1040"/>
Extended due date	<input type="text"/>	15th October 2021	<input type="text"/>
Driver's license #	<input type="text"/>	Issue date	<input type="text"/>
		Expiry date	<input type="text"/>

Income

Salary income <small>Form W-2 from each employer</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Interest income <small>Form 1099-INT</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dividend income <small>Form 1099-DIV</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business income <small>Income or loss from a business you operated or a profession you practiced as a sole proprietor.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital gains or losses <small>Supporting document(s)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rental or real estate income <small>Supporting document(s)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proceeds from a barter broker and barter transactions <small>1099-B</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Foreign passive income (Interest, Dividend etc.) <small>Bank statement(s)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social security benefit <small>SSA 1099</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dependent INT and dividend income <small>1099-Int or 1099-Div</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tax refunds or credits <small>Form 1099-G</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Social security benefit distribution <small>Supporting document(s)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No

IRA distributions Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	HSA distributions Form 1099-SA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Distribution from qualified education savings program Form 529	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Unemployment compensation income Form 1099-G	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foreign income Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Schedule K-1 tax reporting As mentioned in the financial institution's statement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Partnership distribution Financial institution's statement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Grantor tax information letter Grantor tax information letter from the trust	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Payments From Qualified Education Programs Form 1099-Q	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Expenses or Deductions

Mortgage interest payment Form 1098	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Real estate tax Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IRA (Traditional) Statement Form 5498	<input type="checkbox"/> Yes	<input type="checkbox"/> No	College savings program NYS 529	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicle registration expense Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vehicle inspection report expense Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Charity or contribution Charity receipts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rented property expenses Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tuition expenses Form 1098-T	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Health insurance premium Form 1095-A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student loan interest Form 1098-E	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Child care expenses Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DMV fees Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Home office expenses Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer-provided health insurance offer and coverage Form 1095-C	<input type="checkbox"/> Yes	<input type="checkbox"/> No	CPA fees Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contribution to HSA HSA account statement or Form 5498-SA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Health coverage Form 1095-B	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SEP contribution Supporting document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Additional information

If you have any further income, losses, capital gains or tax reliefs during 2020 tax year, please provide full details.

Signature

Date

Please note: This is only a checklist. Please contact us in case of any doubts regarding the 2020 tax returns.