

# Your 2020 Tax Prep Checklist

## Personal Info

- Your (and your spouse) Social Security Card and Driver's License
- Dependent(s) dates of birth and social security card(s)
- Copy of last filed tax return

## Sources of Income

- W-2 forms for employment
- 1099-MISC forms for any independent contractor work.
- 1099-G forms for unemployment income, or state/local tax refunds
- 1099-R forms for retirement income
- 1099-C forms for cancellation of debt
- 1099-S forms for sale of property income- and any adjustments
- 1099-INT, -DIV, -B, or K-1's forms for investment or interest income
- SSA-1099 for Social Security benefits
- Alimony received (with ex-spouses name and SSN)
- Business or farming income and expenses
- Rental Property income and expenses
- Misc income- jury duty, gambling, prizes, etc...

## Adjustments to Income

- 1098-E for Student Loan Interest Paid
- 1098-T for Student Tuition Paid
- 1099 adjustments to income
- For Teachers: Receipts for expenses paid for classroom supplies
- Records of IRA contributions made during the year
- Receipts for qualifying energy-efficient home improvements (solar, windows, etc...)
- Alimony paid (with ex-spouses name and SSN)
- Keogh, SEP, SIMPLE, and other self-employed pension plans
- Childcare expenses- including the provider's tax ID number

## Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the marketplace
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the marketplace

## **Deductions and Credits**

If your expenses combined aren't higher than the standard deduction rate you qualify for, don't worry about collecting any documentation.

Standard deduction rates are- Single \$12,400, Head of Household \$18,650, Married Joint \$24,800.

- Medical and Dental expense records- incl. mileage to and from appointments
- Sales Tax on big ticket items- car, boat, RV, etc...
- Real Estate Tax
- Personal Property Tax
- Forms 1098 for Mortgage interest, private mortgage insurance (PMI), and points you paid
- Charitable Contributions (over \$500 REQUIRE a receipt)- Receipts, value of donated property, miles driven, and out-of-pocket expenses
- Mileage to and from volunteer events
- Casualties and Theft losses- amount of damage and insurance reimbursements