

PRECIOUS T. PORTER TAX SERVICES

Tax Preparation Checklist

The documents you need for tax preparation depend on your personal situation. To help you prepare for your appointment with Precious T. Porter Tax Services, use this checklist to gather the forms and information you may need.

Personal Information

- Your Social Security Number or Tax ID Number
- Your spouse's full name, Social Security Number or Tax ID Number, and date of birth
- Identity Protection PIN (if issued by the IRS to you, your spouse, or dependents)
- Routing and account numbers for direct deposit or electronic payment
- Foreign reporting and residency information (if applicable)

Dependent(s) Information

- Dates of birth and Social Security Numbers or Tax ID Numbers
- Childcare records, including provider's tax ID number
- Income of dependents and other adults in the household
- Form 8332 (if claiming a child released by the custodial parent)

Sources of Income

Employed

- Forms W-2

Unemployed

- Unemployment income (1099-G)

Self-Employed

- Forms 1099, Schedules K-1, and income records not reported on 1099-MISC or 1099-NEC
- Records of all expenses (receipts, statements, logs)
- Business-use asset information (cost, date placed in service)
- Home office information
- Estimated tax payments (Form 1040-ES)

Rental Income

- Records of rental income and expenses

Rental asset information (cost, date placed in service)

Estimated tax payments (Form 1040-ES)

Retirement Income

Pension/IRA/annuity income (1099-R)

Traditional IRA basis

Social Security or RRB income (SSA-1099, RRB-1099)

Savings, Investments & Dividends

Interest/dividend income (1099-INT, 1099-OID, 1099-DIV)

Stock/property sales (1099-B, 1099-S)

Cost basis records (if not reported on 1099-B)

HSA or long-term care reimbursements (1099-SA, 1099-LTC)

Investment-related expenses

Estimated tax payments (Form 1040-ES)

Digital asset transactions (cryptocurrency, NFTs - 1099-DA)

Other Income & Losses

Payment card/third-party network transactions (1099-K)

Gambling income (W-2G or records)

Jury duty records

Hobby income and expenses

Prizes and awards

Trust income

Royalty income (1099-MISC)

Any other 1099s

Alimony paid/received (with ex-spouse's name and SSN)

State tax refund

Types of Deductions

Home & Vehicle Ownership

Mortgage interest statements (1098)

Real estate and personal property tax records

Receipts for energy-efficient home improvements

Electric vehicle documentation

All other 1098 series forms

Charitable Donations

- Cash donation records
- Non-cash donation receipts
- Mileage logs for charitable or medical travel

Medical Expenses

- Records of medical, dental, and hospital payments
- Insurance premium payments (if not through Marketplace or employer)

Health Insurance

- Form 1095-A (Marketplace insurance)

Childcare Expenses

- Fees paid to licensed daycare or childcare providers
- Babysitter/provider expenses for children under 13
- Dependent care FSA records

Educational Expenses

- Form 1098-T
- Receipts for qualified educational expenses
- Scholarship/fellowship records
- Form 1098-E (student loan interest)

K-12 Educator Expenses

- Classroom expense receipts

State & Local Taxes

- State/local income or sales tax paid
- Vehicle sales tax or personal property tax documentation

Retirement & Savings

- Form 5498-SA (HSA contributions)
- Form 5498 (IRA contributions)
- Other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster

- City/county where loss occurred
- Records supporting property losses
- Rebuilding/repair cost records
- Insurance claims/reimbursements
- FEMA assistance information
- Confirmation of disaster declaration (via FEMA website)