

Your Essential Tax Documents Checklist

Tax season can feel overwhelming, but proper preparation can make the process much smoother. This checklist can help you gather necessary forms and records during tax season. Please gather and provide the checked items below to your tax provider for processing.

Forms W-2: Wage and Tax Statement

Employers issue **Forms W-2** to employees, summarizing earnings and tax withholdings.

Forms 1099: Reporting Non-Wage Income

Several types of **Forms 1099** report various income sources beyond wages.

- 1099-INT (Interest Income)
- 1099-DIV (Dividends & Capital Gains Distributions)
- 1099-MISC (Rents, Royalties, & Miscellaneous Income)
- 1099-NEC (Nonemployee Compensation)
- 1099-B (Stock & Investment Sales)
- 1099-S (Real Estate Transactions)
- 1099-G (Unemployment & State Tax Refunds)
- 1099-R (Retirement Distributions)

Forms 1098: Reporting Deductible Expenses

- 1098 (Mortgage Interest Statement)
- 1098-E (Student Loan Interest Statement)
- 1098-T (Tuition Statement)

Tax-Deductible Expense Records

- Mortgage Interest (Reported on Form 1098)
- State and Local Taxes (SALT Deductions)
- Medical Expenses (Exceeding 7.5% of AGI)
- Charitable Contributions (With Receipts)
- Student Loan Interest
- Job-Related Expenses

Healthcare Forms: Proof of Insurance Coverage

If you had health insurance in the prior year, one of the following forms will serve as proof.

- 1095-A (Marketplace Insurance Statement)
- 1095-B (Health Coverage Statement)
- 1095-C (Employer-Provided Health Coverage Statement)

Identifying Information

You'll need each of the following pieces of information to get your taxes done:

- Social Security Number (SSN) or Taxpayer Identification Number (TIN)
- Previous Year's Tax Return (For Reference & E-Filing Identity Verification)
- Bank Account Information (For Direct Deposit of Refunds)
- Identity Protection PIN (IP PIN) (If Assigned by the IRS for Fraud Protection)

More information needed:

- _____
- _____
- _____
- _____
- _____

Where can I find my tax forms?

Selected “Still Looking” for any of the forms above? Here’s where to look. Organizing these documents in advance can help avoid delays, maximize deductions, and streamline the filing process.

Forms W-2: Wage and Tax Statement

- **Physical Mailbox** – Employers are required to provide W-2 forms by January 31, and many still send the forms in the mail.
- **Online Payroll Services** – Many companies use payroll providers that offer online access to Forms W-2. Check your employer’s payroll system for digital copies.
- **Employer’s HR or Payroll Department** – Request a copy from your HR or payroll department.
- **IRS (After February 15)** – If you haven’t received your W-2 by mid-February, you can contact the IRS at (800) 829-1040. The IRS may send a reminder to your employer or provide you with instructions on how to file using **Form 4852** (a substitute for a W-2).
- **Previous Tax Software** – Sometimes, tax software companies have automatic access to databases with Forms W-2. If you used tax software to do your own taxes in prior years, you might be able to log in and access your W-2.

Forms 1099: Reporting Non-Wage Income

Several types of **Forms 1099** report various income sources beyond wages.

1. 1099-INT (Interest Income)
 - **Banks & Credit Unions** – Check your online banking account or contact your bank.
 - **Brokerage Firms** – If you earned interest from a brokerage, check their tax documents section.
 - **IRS Form 4506-T** – If you lost your 1099-INT, you can request a transcript from the IRS.
2. 1099-DIV (Dividends & Capital Gains Distributions)
 - **Brokerage Firms & Mutual Fund Companies** – Log in to your brokerage account (e.g., Fidelity, Vanguard, Charles Schwab).
 - **Direct Stock Purchase Programs** – If you hold individual stocks directly, check with the company’s investor relations.
3. 1099-MISC (Rents, Royalties, & Miscellaneous Income)
 - **Payers (Businesses or Individuals Who Paid You)** – If you received rent, royalties, or other qualifying income, check with the company or person who issued the payment.
 - **Online Platforms (e.g., Airbnb, oil/gas leases)** – If you rent property through a platform, they may issue your 1099-MISC.
4. 1099-NEC (Nonemployee Compensation)
 - **Clients & Employers Who Paid You as an Independent Contractor** – If you’re a freelancer, consultant, or gig worker, check with clients who paid you \$600 or more.
 - **Freelance Platforms (e.g., Upwork, Fiverr, DoorDash, Uber, Lyft)** – Many gig economy companies provide 1099-NEC forms online.
5. 1099-B (Stock & Investment Sales)
 - **Brokerage Firms (e.g., Robinhood, E-Trade, TD Ameritrade, Fidelity, Vanguard)** – Log in to your investment account and check the tax documents section.
 - **Crypto Exchanges (e.g., Coinbase, Binance, Kraken)** – If you sold cryptocurrency, you might receive a 1099-B.
6. 1099-S (Real Estate Transactions)
 - **Title Companies, Escrow Agents, or Attorneys** – If you sold real estate, the closing agent or attorney who handled the sale should provide the 1099-S.
 - **Mortgage Lenders (in some cases)** – If your mortgage company was involved in the sale, they might provide this form.

7. 1099-G (Unemployment & State Tax Refunds)

- **State Unemployment Offices** – Check your state’s unemployment website (many allow you to download 1099-G forms online).
- **State Tax Agencies** – If you received a state tax refund last year, your state’s tax department may issue a 1099-G.

8. 1099-R (Retirement Distributions)

- **Financial Institutions & Retirement Plan Providers** – If you withdrew money from an IRA, 401(k), pension, or annuity, check with the company managing your retirement account (e.g., Fidelity, TIAA, Vanguard).
- **Government Agencies** – If you received a pension from a federal, state, or local government, they will issue a 1099-R.

Forms 1098: Reporting Deductible Expenses

You can find **1098 forms** from the following sources:

1. 1098 (Mortgage Interest Statement)

- **Mortgage Lender or Loan Servicer** – Your mortgage company is required to provide this form if you paid **\$600 or more** in interest during the year.
- **Online Banking/Loan Account** – Most lenders provide digital copies in the tax documents section of their websites. Examples: Wells Fargo, Chase, Bank of America, Rocket Mortgage, Quicken Loans, or your local credit union.

2. 1098-E (Student Loan Interest Statement)

- **Student Loan Servicer** – If you paid **\$600 or more** in student loan interest, your loan servicer (e.g., Nelnet, Navient, FedLoan Servicing, MOHELA, Great Lakes) should provide the form.
- **Online Loan Account** – Many servicers allow you to download the 1098-E from your account’s tax documents section.
- **Federal vs. Private Loans** – Both federal and private loan servicers issue this form if you meet the threshold.

3. 1098-T (Tuition Statement)

- **Your College or University** – Schools issue 1098-T forms to students who paid **qualified tuition and education expenses**.
- **University Student Portal** – Most institutions allow you to access and download your 1098-T form online.
- **Contact the Bursar’s Office** – If you can’t find it online, your school’s bursar or financial aid office can provide it.

Tax-Deductible Expense Records

Keeping receipts and records of deductible expenses is essential. Common tax-deductible expenses include:

1. Mortgage Interest (Reported on Form 1098)

- **Mortgage Lender or Loan Servicer** – If you paid **\$600 or more** in mortgage interest, your lender will send you Form 1098.
- **Online Mortgage Account** – Check your lender’s tax documents section (e.g., Chase, Wells Fargo, Rocket Mortgage, etc.).
- **Bank Statements** – If you don’t have the 1098, you can use bank statements showing mortgage payments.

2. State and Local Taxes (SALT Deductions)

- **Property Taxes** – Find your annual **property tax bill** from your local tax authority or mortgage servicer (if taxes are escrowed).
- **State & Local Income Taxes Paid** – Check your **W-2 (Box 17) or state tax return** for payments made last year.
- **Sales Tax (if itemizing)** – If you made large purchases (e.g., a car or boat), keep receipts for **state sales tax deductions**.

3. Medical Expenses (Exceeding 7.5% of AGI)

- **Health Insurance Provider** – Many insurers provide an annual statement of payments made.
- **Doctors, Hospitals, and Pharmacies** – Request **year-end statements** for medical bills, prescriptions, and out-of-pocket expenses.
- **Receipts for Eligible Expenses** – Include receipts for copays, deductibles, and qualifying medical costs.

4. Charitable Contributions (With Receipts)

- **Donation Receipts from Charities** – Charities should provide receipts for any donation of **\$250 or more**.
- **Bank or Credit Card Statements** – These serve as proof of smaller donations.
- **Non-Cash Donations (e.g., Goodwill, Salvation Army)** – If donating goods, keep detailed receipts and photos for valuation purposes.

5. Student Loan Interest

- **Student Loan Servicer (Form 1098-E)** – If you paid **\$600 or more** in interest, your loan servicer (e.g., Nelnet, MOHELA, Great Lakes) should issue a 1098-E.
- **Online Loan Account** – Many servicers provide downloadable tax documents.

6. Job-Related Expenses (If Applicable)

- **W-2 Employees:** Job-related expenses are generally **not deductible unless you're a qualified educator, military member, performing artist, or fee-based government official**.
- **Self-Employed or 1099 Workers:** You can deduct job-related expenses using:
 - **Receipts & Invoices** – Keep records of supplies, equipment, travel, and home office costs.
 - **Mileage Logs** – Use a mileage tracking app if claiming business vehicle expenses.
 - **Bank & Credit Card Statements** – Useful for verifying business-related purchases.

Healthcare Forms: Proof of Insurance Coverage

Below are the proof-of-healthcare-coverage forms and where they can be found.

1. 1095-A (Marketplace Insurance Statement)

- **Healthcare.gov or State Exchange** – If you enrolled in a health plan through the Affordable Care Act (ACA) Marketplace, log in to HealthCare.gov or your state's health exchange website (e.g., Covered California, New York State of Health).
- **Mailed by January 31** – The Marketplace will mail Form 1095-A to the address on file.
- **Customer Service** – If you don't receive it, call the Marketplace call center at (800) 318-2596.

2. 1095-B (Health Coverage Statement)

- **Medicaid, CHIP, or Private Insurance Providers** – This form comes from insurance companies, government programs (e.g., Medicaid, CHIP), or small employers providing health coverage.
- **Health Insurance Portal** – Many insurers provide a downloadable version in their online account portals.

3. 1095-C (Employer-Provided Health Coverage Statement)

- **Your Employer or HR Department** – If your company offers health insurance to employees, they are responsible for issuing this form.
- **Online Payroll or Benefits Portal** – Some employers provide the form through Workday, ADP, Paychex, or another HR system.
- **Contact HR if Missing** – If you haven't received it by mid-February, reach out to your employer's benefits department.

Identifying Information

Here's where you can find each of these essential tax-related details:

1. Social Security Number (SSN) or Taxpayer Identification Number (TIN)

- **Social Security Card** – Your SSN is printed on your Social Security card. If lost, you can request a replacement from the **Social Security Administration (SSA)**.
- **Tax Returns or W-2s** – Your SSN is listed on previous tax returns, W-2s, or 1099s.
- **TIN (If applicable)** – If you don't have an SSN, your **Individual Taxpayer Identification Number (ITIN)** is on **IRS correspondence** or prior tax returns.
- **SSA Website** – You can apply for a replacement Social Security card online at [SSA.gov](https://www.ssa.gov).

2. Previous Year's Tax Return (For Reference & E-Filing Identity Verification)

- **IRS Online Account** – If you e-filed, you can log in to your IRS account at [IRS.gov](https://www.irs.gov) to view past returns.
- **Tax Preparation Software** – If you used a different service to file your tax return last year, log in to your account and download previous filings.
- **Tax Preparer or Accountant** – If a CPA or tax professional prepared your taxes, they may have a copy.
- **IRS Transcript Request** – Request a **Tax Return Transcript** via the IRS's **Get Transcript** tool online.

3. Bank Account Information (For Direct Deposit of Refunds)

- **Bank Statements or Online Banking** – Log in to your online bank account to find your **routing and account numbers**.
- **Checkbook** – The numbers are printed at the bottom of a personal check.
- **Previous Tax Return** – If you used direct deposit before, your **banking details may be on last year's return**.

4. Identity Protection PIN (IP PIN) (If Assigned by the IRS for Fraud Protection)

- **IRS Online Account** – Log in to IRS.gov to retrieve your **IP PIN** under the "Get an IP PIN" tool.
- **IRS Letter (CP01A Notice)** – If you were assigned an IP PIN, the IRS mails a new one each year.
- **IRS Help Line (800-908-4490)** – Call the **Identity Protection Specialized Unit** if you lost your IP PIN.

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