
Review the checklist before preparing your income tax return. Highlight what applies to you and gather the required information. For easier organization, attach the list to your tax document folder and check off items as you collect them.

Common Required Items Most Individuals Need:

Personal Information

This helps the IRS identify the filer, determine who is covered on the tax return, and know where to send your refund.

- Social Security numbers and dates of birth for you, your spouse, your dependents
- Copies of last year's tax return for you and your spouse (helpful, but not required)
- Bank account number and routing number, if depositing your refund directly into your account

Income Information

- W-2 forms for you and your spouse
- 1099-C forms for cancellation of debt
- 1099-G forms for unemployment income, or state or local tax refunds
- 1099-MISC forms for you and your spouse (for any independent contractor work)
- 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
- 1099-S forms for income from sale of a property
- 1099-INT, -DIV, -B, or K-1s for investment or interest income
- SSA-1099 for Social Security benefits received
- Alimony received
- Business or farming income - profit/loss statement, capital equipment information
- Rental property income and expenses: profit/loss statement, suspended loss information
- Prior year installment sale information - Forms 6252, principal and interest collected during the year, SSN and address for payer
- Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.

Income Adjustments

The following information can help decrease the portion of your income that is taxed, potentially boosting your refund or reducing what you owe.

- Form 1098-E for student loan interest paid (or loan statements for student loans)
 - Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
 - For teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc.
 - Records of IRA contributions made during the year
 - Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
 - Records of Medical Savings Account (MSA) contributions
 - Self-employed health insurance payment records
 - Records of moving expenses
 - Alimony paid
 - Keogh, SEP, SIMPLE, and other self-employed pension plans
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For Itemized Deductions:

Deductions & Credits

A range of government deductions and credits are available to help minimize your taxable income and overall tax liability. The documentation listed below will help ensure you claim all the benefits for which you are eligible.

- Childcare costs: provider's name, address, tax ID, and amount paid
- Education costs: Form 1098-T, education expenses
- Adoption costs: SSN of child; records of legal, medical and transportation costs
- Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- Investment interest expenses
- Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses
- Medical and dental expense records
- Casualty and theft losses: amount of damage, insurance reimbursements

- Records/amounts of other miscellaneous tax deductions: union dues; unreimbursed employee expenses (uniforms, supplies, seminars, continuing education, publications, travel, etc.)
- Records of home business expenses, home size/office size, home expenses
- Rental property income/expenses: profit/loss statement, rental property suspended loss information

Taxes Paid

- State and local income taxes paid
- Real estate taxes paid
- Personal property taxes
- Vehicle license fees based on value of vehicle

Additional Information

- Estimated tax payments made during the year (self-employed)
- Prior-year refund applied to current year and/or any amount paid with an extension to file
- Foreign bank account information: location, name of bank, account number, peak value of account during the year

This checklist is designed to offer general financial information for educational purposes and should not be interpreted as personalized tax, investment, legal, or business advice.

You should seek guidance from a qualified professional familiar with your individual circumstances before proceeding with any financial or legal decisions.

*Before acting on anything, be sure to speak with a professional who understands your unique situation. **If you have questions or would like personalized guidance, you can easily book a meeting with Guard Legacy by clicking this link: [Schedule a Meeting](#)***

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