

## COMMUNITY INCOME TAX SERVICE®

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### TAXPAYER(S) CHECKLIST

Before your appointment for income tax return, go through the following checklist. Highlight the areas that apply to you/your spouse, and make sure you have that information available. Better yet, attach the list to a folder of your tax documents, and check items off as you add them to the folder.

#### Personal information

- Social security card(s), Driver's license(s) / State Issued ID(s)
- Spouse's social security card(s), Driver's license(s) / State Issued ID(s)
- Copies of last year's tax return for taxpayer and spouse (helpful, but not required)
- Bank account number and routing number, if depositing their refund directly into their account
- Record of estimated tax payments made (Form 1040ES)

#### Dependent(s) Information

- Dates of birth and social security numbers or tax ID numbers
- Income of other adults in your home
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

### Sources of Income

#### Employed

- Forms W-2

#### Unemployed

- Unemployment, state tax refund (1099-G)

#### Self-Employed

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable
- Records of home business expenses, home size/office size, home expenses

**Rental Income**

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation

**Retirement Income**

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (1099-SSA, RRB-1099)

**Savings & Investments or Dividends**

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Expenses related to your investments

**Other Income & Losses**

- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trusts
- Royalty Income 1099 Misc.
- Any other 1099s received
- Record of alimony paid/received with Ex-spouse's name and SSN

## Types Of Deductions

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### Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements
- All other 1098 series forms

### Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts of miles driven for charitable or medical purposes

### Medical Expenses

- Amounts paid for healthcare insurance and to doctors, dentists, hospitals

### Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e . an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

### Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
- Wages paid to a baby-sitter.  
Don't include expenses paid through a flexible spending account at work.

### Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

**Job Expenses & Tax Prep Fees**

- Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
- Receipts for classroom expenses (for educators in grades K-12)
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- Job-hunting expenses
- Record of moving expenses not reimbursed by employer
- Amount paid for preparation of last year's tax return

**State & Local Taxes or Sales Tax**

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid

**Retirement & Other Savings**

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

**Federally Declared Disaster**

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if my county has been declared a federal disaster area

**Attestation and Signature: ការស្នើថតុសហត្ថលេខា**

To the best of my knowledge the enclosed information is correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax returns for which I have adequate records.



Your signature: \_\_\_\_\_ Spouse signature \_\_\_\_\_