

Personal Tax Checklist – Get Prepared

Tax Filing can be simple, as long as you have the right documents and know what to deduct. Use this checklist provided by Dave Ramsey to get started.

PERSONAL INFORMATION AND INCOME:

- **For You, Your Spouse and Your Dependents** – Full legal names(s), copies of birth certificate(s) for dependents, copies of Social Security card(s) for all, copies of driver's license(s) and last year's tax return.
- **Personal Income Statement** – W-2(s) for you and your spouse and 1099 NEC/MISC for each job (if self-employed)
- **Unemployment Income or State or Local Refunds** – Form 1099-G
- **Investment or Interest Income** – 1099-INT, 1099-DIV, 1099-B and Schedule K-1
- **Home or Property Sale** – 1099-S
- **Pension/IRA/Annuity** – 1099-R
- **Social Security / RRB Income** – SSA-1099 and RRB-1099
- **Trust and Estate Beneficiary Earnings** – Form 1041, Schedule K-1
- **HSA and Long Term Care Reimbursements** – Forms 5498-SA (contribution tax documents) and 1099-SA (distribution tax document)

COMMON DEDUCTIONS: The standard deductions are - \$12,950 for single & married filing separately, \$19,400 for Head of Household, and \$25,900 for joint filers. So you may not need to itemize anymore. But just in case, here are the most common deductions.

- **Education Expenses** - Tuition Statements, itemized receipts of qualified educational expenses (Form 1098-T) and student loan interest statements (Form 1098-E)
- **Homeowner Expenses** – Mortgage interest statements (Form 1098), property tax payment receipts, and energy efficient upgrade receipts (Form 5695 if provided by installer)
- **Charitable Contributions** – Detailed list of donations, receipts for contributions over \$250, and Form 1098-C for vehicle donations (or a letter confirming donation)
- **Self-Employment Expenses** – Records of business/home office expenses, assets, pension plan contributions, health insurance payments, and estimated tax payment receipts (state and federal)
- **Child and Dependent Care Expenses** – Name, address, and tax ID or Social Security number of the provider
- **Health Care Expenses** – Records of medical and dental costs
- **Job-Related Educational Expenses** – Records of expenses
- **IRA Contributions** – Form 5498
- **Health Savings Account (HAS) Contributions** – Form 5498-SA