Tax Prep Documents Checklist for 2021 Tax Returns

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Personal Information

______ Last year's tax return, ***if you are a new client***.

______ Name, address, SSN and DOB for yourself, spouse, and dependents, ***if not on file with us***.

______ Banking Information, ***if Direct Deposit Refund/Payment AND different from last year***.

______ Proof of Health Insurance, 1099-HC or 1095-A ***(Nothing Needed for Medicare)***

Income Data (where applicable)

______ Wages, salaries, tips, etc. (W-2)

______ Interest and/or Dividend Income (1099-INT/DIV)

______ IRA, Pension & Annuity Distributions (1099-R)

______ Lump Sum Retirement Distr/Rollover (1099-R)

______ Social Security Benefit Statement (SSA-1099)

______ Home Sold/Bought (Settlement Stmt/1099-S)

______ Prior year installment sale info (Form 6252)

______ Stock or Bond Activity (1099-B)

______ Convertible Virtual Currency Transactions

______ Economic Impact Payment (IRS Notice 1444-C)

______ Plus-Up Payments (IRS Letter 6475)

______ Advance Child Tax Cr Pay Amts (IRS Letter 6419)

______ State/Local Refund/Credit/Offset (1099-G)

______ Alimony Received (& Agreement Date)

______ Other Income (1099 MISC)

______ Small Business Income (Schedule C)

______ Rental Income (Schedule E)

______ Farm Income (Schedule F)

______ Unemployment Compensation (1099-G)

______ Gambling/Lottery Wins & Losses/ Prizes (W-2G)

______ Cancellation of Debt (1099-C)

______ Foreign Income

______ Partnership/S-Corp/Trust Estate Income (K-1's)

______ All other income: Jury Duty, Barter, etc. . .

Expense Data (where applicable)

______ Educator Expenses

______ HSA Contrib (5498-SA)/Distributions (1099-SA)

______ Self-employed SEP, SIMPLE & qualified plans

______ Self-employed Heath Insurance costs

______ Alimony Paid (Recipient's SSN & Agreement Dt)

______ Student Loan Interest (Form 1098-E)

______ Tuition Costs/Books & Supplies (1098-T)

______ Dependent Care Costs (& Provider Name, Address, Tax ID/SSN ***if different from last year***)

______ Roth/Traditional IRA Contributions

______ Solar Energy Equipment & Labor Costs

______ Charitable Contributions of Money up to $600 per Joint Return & $300 per Single Return

______ Estimated Tax Payments to Federal or State Government and Dates Paid

Schedule A Deductible Expenses for People Itemizing

______ Medical/Dental Expenses

______ State/Local Income Taxes or General Sales Taxes

______ Real Estate Taxes

______ MA Vehicle Excise Tax or NH Local Municipal Portion of Vehicle Registration Fee

______ Paid Sales Tax on large purchase: vehicle/boat

______ Mortgage/Home Equity Loan Interest (1098)

______ Charitable Contributions Cash/NonCash

______ Uninsured casualty and theft losses from federally declared disaster

Expense Data (unique to Massachusetts)

______ 529 College Savings Plan Contributions

______ MA rent Paid with Name & Address of Landlord

______ MA Commuter Rail and/or Fast Pass Tolls

______ **If over 65 year of age**, MA Primary Residence Water/Sewer Bills & Real Estate Tax Bills