Main Street Tax Advisory

Advice + Service = Success

Personal Information

- ☐ Your social security number
- ☐ Your spouse's full name and social security number
- ☐ Two forms of Identification; one picture ID and one other ID
- ☐ Information about stimulus payment received, IRS Notice 1144
- ☐ A voided check, if you wish to expedite your refund by Direct Deposit
- ☐ Add your 2019, 2018, and/or 2017 tax return(s). ***New Clients Only***

Other people who may belong on your return

- ☐ Dates of birth and social security numbers
- ☐ Childcare records (including the provider's ID number) if applicable
- ☐ Approximate income of other adults in your home (not spouse, if you're filing jointly)
- ☐ Form 8332, copies of your divorce decree, or other documents showing that your ex-spouse is releasing their right to claim a child to you

Education Payments

- ☐ Bills from the educational institution or anything else that itemizes what you paid or received loans for versus what was covered by scholarship or other financial aid
- ☐ Forms 1098-T and 1098-E, if you received them
- ☐ Scholarships and fellowships

Employee Information

- ☐ Forms W-2

Self-Employment Information

- ☐ 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

Vehicle Information

- ☐ Total miles driven for the year (or beginning/ending odometer readings)
- ☐ Total business miles driven for the year (other than commuting)
- ☐ Amount of parking and tolls paid
- ☐ If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

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)
- ☐ Social Security/RRB income (1099-SSA, RRB-1099)

Checklist continues on reverse ⇨

Savings and Investments

- ☐ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- ☐ Income from sales of stock or Real Estate (1099-B, 1099-S)
- ☐ Dates of acquisition and records of your cost or other basis in property you sold

Other Income

- ☐ Unemployment compensation, state tax refund (1099-G)
- ☐ Gambling income (W-2G or records showing income, as well as expense records)
- ☐ Amount of any alimony received and ex-spouse's name and SSN
- ☐ Health Savings Account (HSA) 1099-SA, with year end values and amount contributed for 2015
- ☐ Long Term Care reimbursements, 1099-LTC
- ☐ Jury duty records
- ☐ Hobby income and expenses
- ☐ Prizes and awards
- ☐ Other 1099

Affordable Care Act Information

- ☐ Form 1095-A, if you enrolled in an insured 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)

Itemizing Deductions

- ☐ Receipts for classroom expenses
- ☐ Forms 1098 or other mortgage statements
- ☐ Amount of state/local income tax paid (other than withholdings), or amount of state and local sales tax paid
- ☐ Real estate and personal property tax records
- ☐ Invoice showing amount of vehicle sales tax paid
- ☐ HUD statement showing closing date of home purchase, OR REFI
- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☐ Records of non-cash charitable donations
- ☐ Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- ☐ Amounts of miles driven for charitable or medical purposes
- ☐ Expenses related to your investments
- ☐ Amount paid for preparation of your last year’s tax return
- ☐ Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- ☐ Job-hunting expenses
- ☐ Receipts for energy saving home improvements
- ☐ Record of estimated tax payments

IRA Information

- ☐ Form 5498, showing amount contributed for 2019, & confirmation of amount contributed in 2019, if applicable)
- ☐ Traditional IRA basis
- ☐ Statement showing value of IRAs on December 31, 2020