



Tax Return Document Checklist

A quick and easy guideline for what your tax professionals will need for your return.

Personal Information:

I.D.s/Driver's License

- Taxpayer
- Spouse

Social Security Cards

- Dependents: We will also need Date of Birth and any Childcare Expenses.

IPPIN

- You will receive this pin every year from the IRS if your identity was stolen or if you applied for one.
- ***This is required to file if you have received this, otherwise your return will be rejected.***

Income Documents:

W-2 Forms

1099 Forms

- 1099-NEC, 1099-INT, 1099-DIV, 1099-R, etc.

Unemployment Benefits

Schedule C Income

- Sole Proprietorship/LLC

Schedule E Income

- Rental Property Income

K-1 Forms

- ***You will receive this form if you filed a 1065 Partnership, 1120-S Corp or 1120-C Corp business return***

Deduction and Credit Documents:

Quarterly Estimated Tax Payments

- Quarter One – Due April 15th
 - Income for January 1st through March 31st
- Quarter Two – Due June 15th
 - Income for April 1st through May 31st
- Quarter Three – Due September 15th
 - Income for June 1st to August 31st

- Quarter Four – Due January 15th
 - Income for September 1st through December 31st
 - ***Please note that this payment is due the following year.***

Receipts for Deductible Expenses

- Such as medical bills, charitable donations, childcare, etc.

1098 Mortgage Interest

Property Taxes Paid

Student Loan Interest Paid

Student Tuition Statement

- We will also need your education expenses for the school year.

Previous Year's Tax Return:

A copy to use as a reference for current tax year.

- ***Please note, if we did your taxes last year, we should have a copy on file and this section is not necessary for you.***

Health Insurance Information:

1095-A

- ***This form is required if you have insurance through the government. Your return will be rejected if this is not included.***
- ***We do NOT need your 1095-C. This is not a requirement in TN.***

Other Relevant Documents:

Any notices/letters from the IRS

Business Income and Expenses

- Self-Employment Documentation
- ***If you have a Schedule C or Schedule E, there will be a separate form for you to fill out along with this checklist.***

Banking Information:

Account Number: _____

Routing Number: _____

*This information is needed if you would like to set up direct deposit if you are receiving a refund.
We will also need this information if you would like to set up a payment to the IRS to be drafted
on the 15th when taxes are due if you owe.*