



TAX PREPARATION CHECKLIST

Liberty Tax® has compiled this list of income tax forms, receipts, and documentation to bring with you for your visit.

PERSONAL INFORMATION

- ☐ **Driver's License** or Other Official Government ID
- ☐ **Social Security Card or Number** (for your spouse and each dependent)
- ☐ **Bank Account Number and Routing Number** (for direct deposits)
- ☐ **Copies of Your Past Two Tax Returns** (optional)

INCOME INFORMATION

- ☐ **W-2 Forms** (income from labor performed for each job and/or tax filer)
- ☐ **1099-NEC Forms** (independent contract work or Schedule C)
- ☐ **1099-MISC Forms** (rents, royalties, and miscellaneous income)
- ☐ **1099-C Forms** (canceled or forgiven debt of at least \$600)
- ☐ **1099-G Forms** (unemployment, state or local refunds, credits, or offsets)
- ☐ **1099-R Forms** (profit sharing, IRAs, pensions, insurance, related sources)
- ☐ **1099-S Forms** (income from selling property such as real estate)
- ☐ **1099-INT, -DIV, -B, or K-1s** (income from investments or interest)
- ☐ **SSA 1099** (Social Security benefits you received)
- ☐ **Additional Income such as alimony and business income.**
- ☐ **Miscellaneous Income** such as gambling winnings, scholarships, jury duty stipends, and more.

INCOME ADJUSTMENTS

Before calculating your annual tax bill, the IRS will take the following into account to adjust your pre-tax income.

- ☐ **Form 1098-E** (student loan interest paid in the past year)
- ☐ **Form 1098-T** (higher education tuition paid in the past year)
- ☐ **IRA Contributions**
- ☐ **Medical Savings Account (MSA) Contributions**
- ☐ **Green Energy Home Improvements** (like solar panels or energy-conserving windowpanes)
- ☐ **Records of Self-Employment Health Insurance Payment**
- ☐ **Self-Employed Pension Plans** including, but not limited to, Keogh, SEP, and SIMPLE.
- ☐ **Alimony Paid**

DEDUCTIONS

The key to a successful tax prep process is optimizing your deduction process to help get the best refund possible. To make this step a breeze, assemble documentation for the following deductions:



Child Care

Make sure you have your provider's name, address, tax ID, and the annual expense amount.



Charitable Contributions

Charitable contributions made to qualified organizations may help lower your tax bill. To claim a deduction for contributions \$250 or more, you must have a bank record, payroll deduction records or a written acknowledgment from the qualified organization.



Medical and Dental Expenses

Ensure that you have original receipts or invoices.



Higher Education Costs

Keep Form 1098-T handy alongside an itemized list of your education expenses.

TAX CREDITS

Much like deductions, claiming credits is a necessary step in the tax prep process.



Child Tax Credit

One of the most talked-about aspects of the past few tax seasons, the child tax credit is \$2,000 per eligible child, with the refundable portion up to \$1,500.



Retirement Savings Credits

If you made contributions to a 401(k) or IRA, you might be able to claim a tax credit known as the Saver's Credit. Eligible taxpayers earn under \$36,500 per year as a single filer or \$73,000 as a married joint filer.

ADDITIONAL TAX INFORMATION YOU MAY NEED

- ☐ **Estimated Tax Payments** (if self-employed)
- ☐ **Foreign Bank Account Information** including the account's nation of origin, the bank's name, your account number, and your account's peak value during the year.