

Comprehensive Individual Tax Return Checklist

Personal Information

- ☐ Full legal name, Social Security Number (SSN) or ITIN
- ☐ Date of birth
- ☐ Filing status (Single, Married Filing Jointly, etc.)
- ☐ Address and phone number
- ☐ Banking information for direct deposit
- ☐ Previous year's tax return (if new client)
- ☐ Driver's license or state ID

Dependent Information

- ☐ Full name, SSN, and date of birth of each dependent
- ☐ Relationship to taxpayer
- ☐ Number of months lived with you
- ☐ Childcare provider details
- ☐ Education records (if over age 18)
- ☐ Income earned by dependents

Income Documents

- ☐ W-2s from all employers
- ☐ 1099-INT (interest income)
- ☐ 1099-DIV (dividend income)
- ☐ 1099-NEC / 1099-MISC for freelance/self-employment
- ☐ 1099-R (retirement distributions)
- ☐ SSA-1099 (Social Security benefits)
- ☐ 1099-B (capital gains from investments)
- ☐ Cryptocurrency transaction reports
- ☐ Rental income and expenses
- ☐ 1099-G (unemployment)
- ☐ Alimony received
- ☐ Gambling winnings (W-2G)
- ☐ Foreign income and FBAR details

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Adjustments to Income

- ☐ Student loan interest (1098-E)
- ☐ IRA contributions
- ☐ HSA contributions
- ☐ Educator expenses
- ☐ Self-employed SEP/SIMPLE IRA contributions
- ☐ Tuition and fees deduction

Credits & Deductions

- ☐ 1098-T (tuition for education credits)
- ☐ Receipts for qualified education expenses
- ☐ Childcare expenses (with provider details)
- ☐ Charitable donation receipts
- ☐ Medical and dental expenses
- ☐ Mortgage interest (1098)
- ☐ Real estate and property tax bills
- ☐ Energy-efficient home improvement receipts
- ☐ State & local taxes paid

Health Insurance

- ☐ Form 1095-A (Marketplace coverage)
- ☐ Form 1095-B or 1095-C (other coverage)
- ☐ HSA distributions (Form 1099-SA)

Estimated Tax Payments

- ☐ Record of estimated tax payments (Federal & State)
- ☐ Dates and amounts of payments

State & Local Information

- ☐ State refund received (1099-G)
- ☐ Local or city income tax documents
- ☐ Out-of-state income records

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Other Documents

- ☐ Identity Protection PIN (if issued)
- ☐ IRS/state tax correspondence
- ☐ Bankruptcy discharge documents
- ☐ Virtual currency transaction logs
- ☐ Foreign bank account details (> \$10,000)