

TAX PREPARATION DOCUMENT CHECKLIST

A clear guide to help you gather everything needed for accurate and timely tax preparation.

1. PERSONAL DOCUMENTS

- Government Issued Photo ID (*Driver's License, State ID, Passport*)
- Social Security Number(s) (*for you , spouse, and dependents*)
- Date of Birth(s) (*for all individuals on return*)
- Prior-Year Tax Return (*if new client to JAW Virtual Tax & Accounting*)
- Bank Account and Routing Number (*for direct deposit or payments*)

2. INCOME DOCUMENTS

Employment & Wages

- W-2 Forms From All Employers

Self-Employment / Business Income

- 1099-NEC, 1099-K, 1099-MISC
- Income & Expense Summary (*or bookkeeping file*)
- Business Mileage Log
- Home Office Expenses (*sq. footage, utilities, rent, etc.*)

Investment & Retirement

- 1099-INT (Interest)
- 1099-DIV (Dividends)
- 1099-B (Brokerage Sales)
- 1099-R (Retirement Distributions)
- Year-End Investment Statements

Rental Property

- Rental Income
- Mortgage Interests (Form 1098)
- Property Taxes
- Insurance
- Repairs & Maintenance
- Depreciation Schedule (*if applicable*)

Other Income

- Social Security Benefits (SSA-1099)
- Unemployment (1099-G)
- Alimony Received (*if applicable*)
- Gambling Winnings (W-2G)
- Jury Duty, Prizes, Awards

Before we can proceed with reviewing any additional information, we'll need both your personal identification documents and your income documents. These first two steps form the foundation of your tax return and allow us to accurately assess your filing requirements.

Once these are received, we can then look at deductions, credits, and any additional supporting documents as needed.



3. DEDUCTIONS & CREDIT DOCUMENTS

Home & Property

- Mortgage Interest (Form 1098)
- Property Tax Statements
- Closing Statements (Home Purchase or Refinance)

Education

- 1098-T (Tuition)
- Student Loan Interest
- Expenses Not Shown on 1098-T

Child & Dependent Care

- Provider Name, Address, EIN / SSN
- Amount Paid Receipt

Medical

- Out-of-Pocket Medical, Dental, & Vision Expenses
- Health Insurance Premiums
- HSA Contributions (5498-SA)
- HSA Distributions (1099-SA)

Charitable Contributions

- Cash Donation Receipts
- Non-Cash Donation Receipts with Valuation
- Mileage Log for Charitable Travel

4. ADDITIONAL ITEMS (IF APPLICABLE)

Health Insurance Documents

- Form 1095-A (Marketplace)
- Form 1095-B or 1095-C (if provided)

Other Items

- Estimated Tax Payments Made During the Year
- IRS or State Letters Received
- Identity Protection PIN (IP PIN)
- Adoption Expenses
- Energy-Efficient Home Improvement Receipts
- EV Purchase Documentation
- State Specific Documents



BUSINESS & SELF EMPLOYED CLIENTS

- Profit & Loss Statements
- Balance Sheet (if applicable)
- Bank Statements
- Credit Card Statements
- Payroll Reports
- Assets Purchase Receipts
- Vehicle Information (Mileage, Purchase Date, Business Use)
- Prior-Year Depreciation Schedule
- 1099's Issued to Contractors

New Business Clients

- Articles of Organization / Incorporation
- Operating Agreement or Bylaws
- EIN Confirmation Letter
- Prior-Year Business Return
- Accounting Software Backup or Reports
- Loan Statements
- Inventory Records

