

# Personal Tax Checklist – Get Prepared

Tax Filing can be simple, as long as you have the right documents and know what to deduct.

Use this checklist provided by Dave Ramsey to get started.

## PERSONAL INFORMATION AND INCOME:

- **For You, Your Spouse and Your Dependents** – Full legal names(s), copies of birth certificate(s) for dependents, copies of Social Security card(s) for all, copies of drivers license(s) and last year's tax return.
- **Personal Income Statement** – W-2(s) for you and your spouse and 1099 MISC for each job (if self employed)
- **Unemployment Income or State or Local Refunds** – Form 1099 G
- **Investment or Interest Income** – 1099-INT, 1099-DIV, 1099-B and Schedule K-1
- **Home or Property Sale** – 1099-S
- **Pension/IRA/Annuity** – 1099-R
- **Social Security / RRB Income** – SSA-1099 and RRB-1099
- **Trust and Estate Beneficiary Earnings** – From 1041, Schedule K-1
- **HSA and Long Term Care Reimbursements** – Forms 5498-SA (contribution tax documents) and 1099-SA (distribution tax document)

**COMMON DEDUCTIONS:** The standard deduction are - \$12,550 for singles, \$25,100 for joint filers, and \$18,800 for Head of Household. So you may not need to itemize anymore. But just in case, here are the most common deductions.

- **Education Expenses** - Tuition Statements, itemized receipts of qualified educational expenses (From 1098-T) and student loan interest statements (From 1098-E)
- **Homeowner Expenses** – Mortgage interest statements (Form 1098), property tax payment receipts, and energy efficient upgrade receipts (Form 5695 if provide by installer)
- **Charitable Contributions** – Detailed list of donations, receipts for contributions over \$250, and Form 1098-C for vehicle donations (or a letter confirming donation)
- **Self-Employment Expenses** – Records of business/home office expenses, assets, pension plan contributions, health insurance payments, and estimated tax payment receipts (state and federal)
- **Child and Dependent Care Expenses** – Name, address, and tax ID or Social Security number of the provider
- **Health Care Expenses** – Records of medical and dental costs
- **Job-Related Educational Expenses** – Records of expenses
- **IRA Contributions** – Form 5498
- **Health Savings Account (HAS) Contributions** – Form 5498-SA