Tax Appointment Checklist

What items do I need to file my taxes? Make sure you bring:

Whether you choose to have us prepare your tax return remotely with Cole & Associates, or you meet with our Tax Professionals in our tax office, here is a detailed list of items that will be important when we complete your tax return.

Call (813) 820-5850 today to schedule an appointment or visit our website to book an appointment.

Personal Information

- Driver's license or other federal ID with picture for yourself and spouse (if filing jointly)
- Name, address, social security card and date of birth for yourself, spouse and dependents
- Last years income tax if you are a new client
- Banking information if direct deposit required

Dependent(s) Information

- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's social security number or tax ID number) if applicable
- Income of other adults in your home
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

Income Sources

- **Employed**
    - Forms W-2 or pay-stub for W-2 download
- **Unemployed**

    - Unemployment income, state tax refund (1099-G)
- **Self-Employed**
    - Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
    - Records of all expenses – check registers or credit card statements, and receipts
    - Business-use asset information (cost, date placed in service, etc.) for depreciation
    - Office in home information, if applicable
    - Record of estimated tax payments made (Form 1040ES)
    - Auto loan or lease if vehicle used for business
- **Rental Income**
    - Records of income and expenses
    - Rental asset information (cost, date placed in service, etc.) for depreciation
    - Record of estimated tax payments made (Form 1040ES)
- **Retirement Income**
    - Pension or Retirement income/IRA/annuity income (1099-R)
    - Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)
    - Social security/RRB income (1099-SSA, RRB-1099)
- **Savings & Investments or Dividends**
    - Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
    - Income from sales of stock or other property (1099-B, 1099-S)
    - Any cryptotax currency transaction information (purchase or redemption)
    - Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
    - Health Savings Account (HSA) and long-term care reimbursements (1099-SA or 1099-LTC)

- Health Savings Account (HSA) or Medical Savings Account (MSA) distributions – 1099-SA
- Expenses related to your investments
- Record of estimated tax payments made (Form 1040ES)

- **Other Income & Losses**
  - Lottery or Gambling income/losses (W-2G or records showing income, as well as expense records)
  - Jury duty records
  - Hobby income and expenses
  - Prizes and awards
  - Trusts
  - Royalty Income 1099 Misc.
  - Any other 1099s received
  - Record of alimony paid/received with Ex-spouse's name and SSN

Deductions

- **Real Estate/Home Ownership**
  - Forms 1098 or other mortgage interest statements
  - Real estate and personal property tax records
  - Receipts for energy-saving home improvements
  - Repayment of the First-Time Home-buyer Credit – Form 5405
  - All other 1098 series forms
- **Charitable Donations**
  - Cash amounts donated to houses of worship, schools, other charitable organizations
  - Records of non-cash charitable donations
  - Amounts of miles driven for charitable or medical purposes
- **Medical Expenses**
  - Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- **Health Insurance**

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (i.e. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

- **Childcare Expenses**
  - Dependent provider, name, address, Tax ID and SSN.
  - Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
  - Wages paid to a baby-sitter.
    Don't include expenses paid through a flexible spending account at work.
- **Educational Expenses**
  - Forms 1098-T from educational institutions
  - Receipts that itemize qualified educational expenses
  - Records of any scholarships or fellowships you received
  - Form1098-E if you paid student loan interest
- **Job Expenses & Tax Prep Fees**
  - Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
  - Receipts for classroom expenses (for educators in grades K-12)
  - Employment-related expenses (dues, education, publications, tools, uniform cost and cleaning, travel)
  - Job-hunting expenses
  - Record of moving expenses not reimbursed by employer
  - Amount paid for preparation of last year's tax return
- **State & Local Taxes or Sales Tax**

    - Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
    - State refund amount – 1099-G
    - Invoice showing amount of vehicle sales tax paid
- **Retirement & Other Savings**
    - Form 5498-SA showing HSA contributions
    - Form 5498 showing IRA contributions
    - All other 5498 series forms (5498-QA, 5498-ESA)
- **Federally Declared Disaster**
    - City/county you lived/worked/had property in
    - Records to support property losses (appraisal, clean-up costs, etc.)
    - Records of rebuilding/repair costs
    - Insurance reimbursements/claims to be paid
    - FEMA assistance information
    - Check FEMA site to see if my county has been declared a federal disaster area

Visit https://cole-associatesllc.com/tax-resources/ for more information.