

# Tax Document Checklist

(2026.01.14)

## **1. Identification & Banking Information**

- 1.1 Government-issued photo identification (driver's license or state ID)
- 1.2 Social Security numbers for taxpayer, spouse (if filing jointly), and all dependents
- 1.3 Social Security cards for new clients or newly claimed dependents
- 1.4 Bank name, routing number, and account number (for refunds or payments)

## **2. Income Documents**

- 2.1 Forms W-2 (all employers)
- 2.2 Final year-end pay stub (required to properly report overtime compensation and tip income)
- 2.3 Forms 1099-R, SSA-1099, and 1099-G
- 2.4 Forms 1099-NEC and 1099-MISC
- 2.5 Business income records if no 1099 was issued (cash, checks, 3rd party payment platforms)
- 2.6 Forms 1099-INT, 1099-DIV, and consolidated brokerage statements
- 2.7 Cryptocurrency activity, including sales, trades, conversions, staking, or rewards

## **3. Housing & Taxes Paid**

- 3.1 Form 1098, real estate tax bills
- 3.2 Massachusetts renters: total rent paid, landlord name & address, and months rented
- 3.3 Real estate taxes, vehicle excise tax, and state estimated tax payments

## **4. Dependents & Credits**

- 4.1 Dependent full legal name, date of birth, and Social Security number
- 4.2 Childcare provider name, address, EIN or Social Security number, and total amount paid

## **5. Education & Student Loans**

- 5.1 Form 1098-T (tuition)
- 5.2 1098-E (student loan interest)

## **6. Health Insurance & Savings Accounts**

- 6.1 MA residents must provide Form 1099-HC from the insurance company
- 6.2 Form 1095-A (Health Insurance Marketplace)
- 6.3 Forms 1099-SA and 5498-SA (Health Savings Accounts)

## **7. Other Items (If Applicable)**

- 7.1 Schedule K-1s (partnerships, S corporations, trusts, or estates)
- 7.2 Rental income and expense records
- 7.3 Sale of real estate or other significant assets
- 7.4 Charitable contribution receipts (if itemizing)
- 7.5 Estimated tax payments
- 7.6 Adoption, casualty, disaster, or new business documentation

## **Notes**

- Please provide official tax forms rather than summaries unless specifically requested.
- If you are unsure whether an item applies, include it.
- Missing or incomplete documentation may delay filing or require later correction.