

## 2020 Tax Organizer Checklist

The 2020 Tax Filing Organizer Checklist will assist you in collecting and reporting information necessary for us to properly prepare your 2020 income tax return. Please use the organizer sections below as a guide and provide any supporting documentation where necessary.

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### Personal Information

Tax Identification Numbers are mandatory items on your checklist. All taxpayers will need the following to do their taxes:

- Your (and your spouse's) social security or tax ID number
- Stimulus payment (Economic Impact Payment) information (IRS Notice 1444)
- IRS Identity Protection PIN (if issued to you, your spouse, or dependents)

### Dependent Information

Parents and caregivers should gather this information as they review what they need to file their taxes.

- The social security or tax ID numbers of your dependent(s)
- Income of your dependents (if applicable)
- Any childcare records, provider's Tax ID number, form 8332, etc. (if applicable)

## Income Sources

Many of these forms won't be needed to file taxes every year. For example, you will only receive the investment forms you may need to file your taxes if you had distributions or other activity.

### General

- A copy of your 2019 tax return (if not prepared by this office)
- Form(s) W-2 (wages, etc.)
- 1099-G (unemployment, if applicable)

### Investment/Savings Income

- 1099-INT, 1099-OID, 1099-DIV (any interest/dividend income)
- 1099-B, 1099-S (income from sales of stock or other property)
- 1099-SA, 1099-LTC (Health Savings Account and long-term care reimbursements)
- Form 1040-ES (record of estimated tax payments made)
- Brokerage statements from stock, bond or other investment transactions
- Any records of expenses related to your investments
- Any transactions involving cryptocurrency

### Self-Employed

- Form (s) 1099-K (Merchant Card and Third Party Network Payments)
- Schedule(s) K-1 (income/loss from partnerships, S Corporations, etc.)
- Form 1040-ES (record of estimated tax payments made)
- All records of expenses (checkbooks, credit card statements, receipts, etc.)

### Property/Rental Income

- All income/expense records for rental properties
- Form (s) 1098 (mortgage interest) and property tax statements
- Closing statements pertaining to real estate transactions
- Rental asset information for depreciation

- Form 1040-ES (record of estimated tax payments made)

#### Other Income/Losses

- Any other 1099s not included above
- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trust income
- Royalty Income 1099-MISC
- Record of alimony paid/received with ex-spouse's name and SSN
- State tax refund

#### Deductions

The types of deductions you can take are situational, and it's likely you won't need all of the documents listed below for your taxes.

#### Home Ownership:

- Any form(s) 1098
- Mortgage interest statements
- Real estate/personal property tax records
- Receipts for energy-saving home improvements (solar panels, solar water heaters, etc.)

#### Charitable Donations:

- Cash amounts donated (to charity organizations, schools, houses of worship, etc.)
- Records of any non-cash charitable donations
- Amounts of miles driven for charitable/medical purposes

### Medical Expenses & Health Insurance

- Amounts paid for healthcare, insurance, doctors, hospitals, dentists, etc.
- Form 1095-A (Health Insurance Marketplace Statement), if applicable

### Childcare expenses

- Any fees paid to a licensed day care center for care of infant/preschooler
- Amounts paid to a baby-sitter/care provider for a child under 13 while you work
- Any expenses paid through a dependent care flexible spending account at work

### Educational Expenses

- Form(s) 1098-T from educational institutions
- Form 1098-E (if you paid student loan interest)
- Receipts itemizing qualified educational expenses
- Records of any scholarships/fellowships received
- Receipts for classroom expenses (for K-12 educators)

### State & Local Taxes

- Amount of state and local income or sales tax paid (other than wage withholding)
- Any invoices showing amount of sales tax/personal property tax paid on vehicles

### Retirement & Other Savings

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRS contributions
- Any other 5498 forms (5498-QA, 5498-ESA)

Thank you for your help in the completion of the Tax Organizer. Please contact us if you need further assistance.