STRATATAX
Consulting and Tax Services

Documents to Provide for Tax Preparation

Please provide the following applicable items for tax preparation by e-mail, fax (858-225-7722), or by uploading them using the client login.

Income

_____	Employee wages	Form W-2
_____	Interest and dividends	Form 1099-INT and Form 1099-DIV
_____	Brokerage transactions for stocks and bonds	Form 1099-B
_____	Self-employment income, rents, royalties, or other income	Form 1099-MISC
_____	Income or loss from a partnership, S corporation, or trust	Schedule K-1
_____	State tax refund from the prior year	Form 1099-G
_____	Unemployment compensation / Paid family leave	Form 1099-G
_____	IRA or 401(k) distributions	Form 1099-R
_____	Social Security received	Form 1099-SSA
_____	*Be sure to provide a spreadsheet or notes indicating additional income not reported on a Form W-2 or Form 1099.*	

Expenses

_____	Health insurance statement	Form 1095-A, 1095-B, or 1095-C
_____	HSA contributions	Form 5498-SA
_____	HSA distributions	Form 1099-SA
_____	Student loan interest	Form 1098-E
_____	Mortgage interest	Form 1098
_____	Real estate taxes	Property tax statements
_____	Moving expenses	Spreadsheet or notes indicating total
_____	College expenses	Form 1098-T
_____	Medical and dental expenses	Spreadsheet or notes indicating total
_____	Traditional or SEP-IRA contributions	Form 5498
_____	Cash donations to charitable organizations	Spreadsheet or notes indicating amounts
_____	Non-cash donations to charitable organizations	Spreadsheet or notes indicating amounts. *If total > $500, include name of organization, items donated, date, and value for each donation.*
_____	Car, motor home, and boat registration	Registration notice or notes indicating amount
_____	Daycare or childcare costs	Notes indicating total paid for each child. *Include daycare provider's name, address, phone #, and Tax ID # / SS#.*

Estimated Tax Payments

_____	Any estimated taxes paid	Notes indicating each payment amount and date paid to the IRS and state agency

Business Owners

_____	Profit and Loss Statement (income and expense report)	Excel files (cash and accrual basis)
_____	Balance Sheet	Excel files (cash and accrual basis)
_____	General Ledger	Excel files (cash and accrual basis)
_____	Journal	Excel file
_____	Mileage logs for autos	Spreadsheet or notes indicating the total miles driven for business
_____	Payroll Returns	Form 940, 941, DE 9, DE 9C
_____	Sales Tax Returns	

Landlords

_____	Rental income	Form 1099-MISC, spreadsheet, or notes indicating the total income
_____	Mortgage interest	Form 1098
_____	Real estate taxes	Property tax statements
_____	Expenses (utilities, HOA, property management company, etc.)	Spreadsheet or notes indicating the total for each type of expense

Other Documents

_____ Copies of your federal and state tax returns for the prior year, if not already provided

_____ If requesting direct deposit of your refund, your bank routing number and account number, if not already provided

If You Are Missing a Form W-2
You can ask your employer to send you a copy of your W-2.

If You Are Missing a Form 1099
Your banking or financial institution may have the Form 1099 available for download from their website, or you can call their customer service number to get a copy mailed to you.

Your brokerage website may have the Form 1099 available for download from their website, or you can request a copy from your broker.

If you earned $600 or more in a year as an independent contractor or consultant, your client is required to send you a Form 1099-MISC to report your income. You are still required to report the income on your tax return even if you didn't receive a Form 1099-MISC.

How to Obtain Copies of Your Tax Documents from the IRS
The IRS receives copies of your tax documents. You can download or request a copy of your Wage and Income Transcript from the IRS by going to https://www.irs.gov/individuals/get-transcript .