



## Documents to Provide for Tax Preparation

Please provide the following applicable items for tax preparation by e-mail, fax (858-225-7722), or send us a link to your Dropbox account or Google Drive.

### 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, Form 1099-NEC, or Form 1099-K
_____	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
_____	<i>Be sure to provide a spreadsheet or notes indicating additional income not reported on a Form W-2 or Form 1099.</i>	

### 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. <i>If total &gt; \$500, include name of organization, items donated, date, and value for each donation.</i>
_____	Car, motor home, and boat registration	Registration notice or notes indicating amount
_____	Daycare or childcare costs	Notes indicating total paid for each child. <i>Include daycare provider's name, address, phone #, and Tax ID # / SS#.</i>



### **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	
_____ Income forms	Form 1099-NEC, Form 1099-K, etc.

### **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 Form 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-NEC to report your income. You are still required to report the income on your tax return even if you did not receive a Form 1099-NEC.

### **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>.