

Individual Tax Return Checklist

- **Sign Engagement Letter & Complete Tax Organizer** - We'll send these through our Client Portal
- **Driver's Licenses** - Please include a picture of your current driver's license or we can scan at the office
- **Prior Year Tax Return (New Clients)** - If you are new to Dow Tax, please include a copy of your prior year tax return
- **3rd Stimulus/Economic Impact Payments and Monthly Advanced Child Tax Credit Payments** - These payments are not taxable, but are required to be reported on every 2021 tax return. You will be mailed letters from the IRS in January 2022 with the amounts you received. We will need these letters to complete your return. (Letter 6475 for the 3rd stimulus and Letter 6419 for the Advanced Child Tax Credit.)

Sources of Income

- Employed
 - Forms W-2
- Unemployed
 - Unemployment, state tax refund (1099-G)
- Self-Employed
 - Forms 1099, Schedules K-1
- Rental Income
 - Records of income and expenses
 - Closing Disclosure
- Retirement Income
 - Pension/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)
 - 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 and long-term care reimbursements (1099-SA or 1099-LTC)
 - Expenses related to your investments
 - Record of estimated tax payments made (Form 1040-ES)
 - Transactions involving cryptocurrency (Virtual currency)
- Other Income & Losses
 - Gambling income (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, SSN, and date of dissolution

Types of Deductions and Credits

The types of deductions you can take depend a lot on your life situation. It's likely you won't need all of the records listed below for your tax documents checklist.

- Home Ownership
 - Forms 1098 or other mortgage interest statements
 - Real estate and personal property tax records
 - Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
 - 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)
- Childcare Expenses
 - 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
- Educational Expenses
 - Forms 1098-T from educational institutions
 - Receipts that itemize qualified educational expenses
 - Records of any scholarships or fellowships you received
 - Form 1098-E if you paid student loan interest
- K-12 Educator Expenses
 - Receipts for classroom expenses (for educators in grades K-12)
- State & Local Taxes
 - Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
 - 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
- Residential Solar Credit
 - Invoice/contract from solar company
 - For Utah credit you must apply for TC-40E at energy.utah.gov
- Record of estimated tax payments made (Form 1040-ES)