

2023 Tax Checklist for Individual Tax Return Form 1040

Basic Information

- Full name, SSN, address, and date of birth for you, spouse, and your dependents
- Copy of your 2022 tax return
- Bank account & routing number for direct deposit (refund) and debit (tax payment)
- Multi-state and foreign residence information if moved during the year or earned income from other states and/or countries.

Income

- W-2 forms
- 1099-NEC and 1099-MISC (business and other types of income)
- 1099-INT, 1099-DIV, 1099-B (security trades, etc.) or Consolidated Statement
- 1099-R, SSA-1099 (retirement income)
- 1099-G (unemployment, state or local tax refunds)
- 1099-S (sale of property) and 1099-C (Cancellation of debt)
- Sale of main residence – purchase and sale closing statements
- Miscellaneous income: jury duty, gambling winning (W-2G), MSA/HSA distributions (1099-SA), scholarships, hobby income, alimony received (divorce date).
- Foreign income: foreign W2 equivalents, contractor income, investment income, retirement income.

Business Income

- K-1 (S-Corporation, Partnership, Estate/Trust) and AZ form 355 (if applicable).
- Schedule C (Self-employment Income) – income & expenses information, benefits, etc.
- Schedule E (Rental Property and Royalty Income) – income and expenses information
- Schedule F (Farm Income) – income & expenses information, benefits, etc.

Adjustments to Income

- IRA, SEP IRA, SIMPLE, 401K, etc. retirement contributions information
- Teachers Expenses – expense information
- 1098-E student loan interest deductions
- HSA contribution deduction Form 8889, MSA deduction
- Self-employed health insurance payment information
- Foreign Income
- Alimony payment (Divorce date, recipient name & SSN)
- Foreign Income & Housing Deduction form 2555
- Other adjustments

Itemized Deductions (Schedule A)

- Medical & dental expenses, healthcare insurance
- Form 1098 (mortgage interest, PMI, and real estate tax payment information)
- Real estate tax paid.
- Personal property taxes paid – vehicle license fees/taxes based on value.
- State and local taxes, foreign taxes paid.
- Charitable contributions – receipts and details, and separately tallied by cash or goods donations, mileage
- Gambling expense details to offset the gambling income reported on W-2G.
- Investment interest expenses

Other Credits and Deductions

- Childcare costs while parents working or in school. Name, address, EIN and amount.
- Education costs: Form 1098-T, itemized other education expenses.
- Adoption costs: SSN and detailed legal, medical, transportation expenses.

Other Information

- Estimated tax payments (1040ES) federal information and states information.
- Prior-year refund applied to current year
- Extension filing payments.
- Asset distributions from an estate, domestic or foreign.
- FBAR – Foreign Bank Account Reporting information.

Do you own a business? Please check below.

- Business name, address, EIN and filing type (Schedule C, E, F or C-Corporation (1120), S-Corporation (1120-S), Partnership (1065), Non-profit (990))
- Business financial statements – Income Statement, Balance Sheet, Transaction Details.