TAX GUIDE

It's that time of year – Tax Time! This guide is intended to provide you with a top-level checklist to compile your prior year tax documents. This is not a comprehensive list and is not intended to be an all-inclusive summary of your specific tax documents. Instead, it is provided to help you with a consolidated list of items you may need to think about when gathering your tax documents.

INFORMATION ABOUT YOUR INCOME:

- ❑ Employment Income Forms for you and your spouse (Form W-2)
- ❑ Pension Plan Income (Form 1099-R)
- ❑ Payments/Distributions from Retirement Accounts (Form 1099-R)
- ❑ Investment Account Income (Form 1099-DIV/INT/B)
- ❑ Social Security Income (Form SSA-1099)
- ❑ Unemployment Compensation (Form 1099-G)
- ❑ Self-Employment Income & Expenses (Form 1099-Misc)
- ❑ Income from Investment Partners or Trusts (Form K-1)
- ❑ Rental Property Income & Expenses
- ❑ Miscellaneous Income: Jury Duty, Gambling Winnings, Scholarships, etc.
- ❑ Alimony Paid or Received
- ❑ Purchase and/or Sale of Cryptocurrency

ADJUSTMENTS TO YOUR INCOME:

- ❑ Student Loan Interest Paid (Form 1098-E) or Tuition Paid (1098-T)
- ❑ Records of IRA Contributions Made During the Year
- ❑ Receipts for Qualifying Energy-Efficient Home Improvements (solar, windows, etc.)
- ❑ Contributions to HSA, SEP, SIMPLE and/or other Self-Employed Plans

DEDUCTIONS AND CREDITS:

- ❑ Medical Expenses (Insurance Premiums, Long-Term Care Premiums, Doctors, Dentist, etc.)
- ❑ Real Estate Taxes & Sales Tax on Major Purchases (auto, boat, home remodel materials, etc.)
- ❑ Mortgage Interest, Private Mortgage Insurance, and Points Paid (Form 1098)
- ❑ Charitable Donations - Cash & Non-Cash
- ❑ Excise Taxes (i.e., RTA tax) reflected on Auto Tabs Renewal
- ❑ Child Care Costs

FEDERAL AND STATE TAXES YOU MAY HAVE PAID:

- ❑ Quarterly Payments (April, June, September, January) and/or amount paid with Extension
- ❑ Federal Taxes Withheld from Retirement Distributions (Form 1099-R)
- ❑ State and Local Income Taxes Paid

LIFE EVENTS THAT MAY IMPACT YOUR TAX SITUATION:

- ❑ Changes in Relationship Status – Marriage or Divorce
- ❑ Having a Baby or Adopting a Child
- ❑ Moving, Purchasing or Selling Real Estate (Form 1099-S)
- ❑ Attending College
- ❑ Inheriting an Estate
- ❑ Starting a Business or Ending a Business / Starting or Leaving a Job
- ❑ Casualty and Theft Losses (Pertaining to Federally Declared Disaster Areas)