



# Tax Document Checklist

Please include the following information and documents when dropping off your taxes or uploading them into SmartVault.  
Drop off at Waukee (520 Walnut St.) or Winterset (224 E. Hwy 92, Suite B).

## New & Returning Clients

### Dependant Information

- Child care records with provider's tax ID number, if applicable

### Employment Documents

- W-2 documents
- Employer statements of overtime and/or tips
- Unemployment records (Form 1099-G)

### Self-Employment Documents

- Forms 1099-NEC and 1099-K
- Summary of income, expenses, & purchases of assets
- Business use asset information for depreciation
- Home office use information, if applicable
- Record of estimated tax payments made (Form 1040-ES)

### Savings, Investments, & Dividends

- Interest and dividend income (Forms 1099-INT, -OID, -DIV)
- Income from sales of stock or other property (Forms 1099-B, -S, -DA)
- Record of estimated tax payments made (Form 1040-ES)
- Dates of acquisition of business or investment property sold
- Forms 1099-B, -K, -MISC, -DA from crypto/digital/virtual currency, etc.

### Rental Income

- Summary of income, expenses, & purchase of assets for depreciation
- Record of estimated tax payments made (Form 1040-ES)

### Farm Income

- Forms 1099-NEC, 1099-PATR, & 1099-G
- Summary of income, expenses, & purchases of assets for depreciation
- Home office use information
- Record of estimated tax payments made (Form 1040-ES)

### Retirement Income

- Pension, IRA, & annuity income (Form 1099-R)
- Basis for Traditional IRA (Form 8606 from prior year showing amounts already paid)
- Social Security/RRB (Form SSA 1099, RRB-1099)

### Other Income/Losses

- State refunds (Form 1099-G)
- Schedule K-1s as investor, beneficiary, or owner
- Alimony received
- Royalties (Form 1099-MISC)
- Gambling income (Form W-2G)
- Any Other 1099 forms received
- HSA and long-term care reimbursements (Form 1099-SA or 1099-LTC)
- Records of real property sales (Form 1099-S)
- Cancellation of debt (Form 1099-C, 1099-A)
- Summary of tips earned
- Last pay stub of the year (for overtime)
- Summary of contributions to 529 accounts

### Home Ownership Documents

- Mortgage interest statements (Form 1098)
- Real estate & personal property tax records

### Charitable Donations

- Cash amounts donated to charitable organizations
- Records of non-cash contributions to charitable organizations
- Driving miles for charitable organizations

### Medical Expenses & Health Insurance

- Form 1095-A if you have insurance through Marketplace
- Driving miles for medical purposes
- Amounts paid for health insurance, co-pays, prescriptions, and other medical expenses
- Travel expenses for medical treatment

### Childcare Expenses

- Daycare paid for child(ren) under 13 so parents can work
- Wages paid to babysitter

### Educational Expenses

- Form 1098-T from educational institution
- Student loan interest (Form 1098-E)
- Summary of education expenses

### State and Local Taxes

- Amount of real estate taxes paid
- Amount of personal property taxes paid
- Amount of taxes paid for vehicles

### Retirement & Other Savings

- HSA contributions (Form 5498-SA)
- IRA contributions (Form 5498)
- Any other Form 5498 series

### Federally Declared Disasters

- Records to support property loss
- Repair cost records
- Insurance claims & reimbursements
- FEMA assistance information

### Other Documents to Include

- Record of qualifying vehicle interest paid
- Household employee expenses
- Alimony paid
- Any IRS or State notices or letters

## New Clients Only (additional documents)

- Social security number and/or tax ID number
- Spouse's full name, social security number and/or tax ID number
- Full names of dependants, dates of birth, social security numbers
- Previous year's return
- Routing and account numbers for direct deposit of refund
- Any depreciation schedules previously created