

2023 Tax Preparation Document Checklist

Forms in **bold type** the IRS will check against your tax return

	<u>IRS FORM #</u>
➤ Healthcare.gov Information Statement (for Obamacare/ACA/Exchange health insurance)	1095-A
➤ Wage statements [+ recent paystub(s) if needed to adjust withholding]	W-2s
➤ Social Security Statements	SSA-1099
➤ Interest & Dividend Statements	1099-INT, 1099-OID, 1099-DIV
➤ IRA & Pension Statements (for withdrawals)	1099-R
➤ Rent income & expenses for rental property (worksheet)	
➤ Partnership, S-Corporation, Trust or Estate Income	K-1
➤ “Miscellaneous income” statements	1099-NEC, 1099-MISC, 1099-K, 1099-S, 1099-B, 1099-G, W-2G, etc.
➤ Abandonment of Property & Cancellation of Debt	1099-A &/or 1099-C
➤ Amounts of any (Roth or traditional) IRA contributions you made for the tax year	5498 (if available)
➤ Sales of Stocks & Bonds	1099-B
➤ Brokerage Statements: MUST have your <u>Cost</u> for Stocks/Bonds sold & date acquired	
➤ Statement of Student Loan Interest	1098-E
➤ College Tuition Statements (from accounting office) & book/tech receipts	1098-T, Form 1099-Q
➤ Health Savings Account Statements, and any direct contributions you made	1099-SA, 5498-SA
➤ Closing Statements (HUD-1) if Bought/Sold Home or other property (both old & new)	
➤ Receipts & manufacturer information on energy credit purchases (home or car)	
➤ Copies of any other statements you think might be relevant , including	1099-LTC, 1099-H
➤ Child care amounts paid for each child with provider name, tax ID & address	
➤ Contributions to state tuition programs (\$529), Ohio state political contributions	
➤ Information & statements on any foreign bank or financial accounts (both high & average balances)	
➤ Estimated payments made to federal, state & local authorities for 2023	
➤ Any correspondence received from taxing authorities which I haven’t already seen.	

IF you expect to itemize deductions:

(Many people have not itemized since 2017 & won’t for 2023)

➤ Medical expenses (insurance not paid through employer, doctor, dental, vision care, hospital, lab & pharmacy bills paid)	
➤ Property taxes paid on your home (KY and IN residents – also car tag taxes)	
➤ Sales Tax paid on vehicles, motorcycles, boats, RVs, and motor homes	
➤ Mortgage Interest Statements	1098
➤ Receipts for charitable contributions over \$250 & a list of organizations & amounts	
➤ Mileage log for charitable (volunteer) driving	
➤ Receipts & itemization for non-cash charitable contributions (worksheet) &/or	1098-C

If Self Employed or in a “side” business:

Books and Records of Business

Total Sales or Receipts, and **Forms 1099-NEC** and **1099-K** received

Expenses—list by categories which may include:

- Car and Truck Expense— [Mileage log \(required\)](#) & records of actual expenses, starting & ending mileage for year
- Advertising, Insurance, Business Interest, Office Supplies, Rent, Repairs, Supplies, annotated business meal receipts, receipts for meals when out of town overnight, Hotel, Airfare, local transportation, other Travel expenses
- Salaries & employment taxes paid (W-2 Wages), contractor payments including copies of 1099-MISC filed
- Cost and date of purchase for any new equipment, computers, machines, etc.
- Home office information – Annual expenses for mortgage, property tax, homeowner’s insurance, utilities and repairs on your home and, if new this year, square footage of office and total for home, COST of home and date you began using it as a home office.

NOTES: *Charitable contribution receipts must be complete & dated, including required language about goods & services (not provided). No mileage deductions will be allowed without logs (business, charity or medical).*

1/1/24