



# Tax Preparation Document Checklist

*Please gather all documents that apply to you. Providing a complete set of records helps ensure accurate and timely filing.*

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## W-2 Employee Checklist

- Valid Photo ID (Driver's License, Passport, State ID)
- Social Security Number (Your SSN + SSNs for Dependents)
- W-2 Forms
- **1099 Forms** (1099-INT, 1099-DIV, 1099-NEC, 1099-K, 1099-MISC, etc.)
- **1098-T** (Tuition Statement)
- **1098-E** (Student Loan Interest)
- **1095-A/B/C** (Health Insurance Marketplace, employer coverage, or private insurance)
- Childcare Provider Info (Name, Address, EIN/SSN, Amount Paid)
- Dependents' Birth Certificates (if new)
- Direct Deposit Info (Routing + Account Number)
- Retirement Contribution Statements (IRA, 401k, etc.)
- Property Tax Paid (home or vehicle)
- Charitable Donation Receipts
- Bank account interest or investment tax forms
- Any IRS or state letters received
- Any other tax documents received in the mail

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## Single-Member LLC / Sole Proprietor Checklist

- Valid Photo ID
- Social Security Number
- EIN (if applicable)
- Business Name & Address
- **Income Documents**
  - 1099s (NEC, K, MISC)
  - Sales reports (Square, Stripe, PayPal, Shopify, etc.)
  - Bank statements if needed
- **Expense Records**
  - Categorized expense list

- Receipts for all deductions
- Mileage log (business miles + vehicle info)
- Home office expenses (square footage, rent/mortgage, utilities)
- Cell phone percentage used for business
- **Financial Statements**
  - Profit & Loss Statement
  - Balance Sheet (if applicable)
- **Assets Purchased**
  - Equipment, vehicles, computers, etc.
  - Loan documents for business loans
- **Interest Documents**
  - 1099-INT, 1099-K, 1098 (mortgage if home office applies)
- Any IRS or state tax notices received
- Any additional business-related tax documents

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## S-Corporation Checklist

- Valid Photo ID
- Social Security Number
- EIN
- Business Name & Business Address
- List of Shareholders + Ownership Percentages
- **Financial Records**
  - Profit & Loss Statement
  - Balance Sheet
  - General Ledger
  - Bank Statements (if needed for verification)
- **Income Documents**
  - 1099s
  - Sales/Revenue reports from payment processors
- **Expense Documentation**
  - Categorized expenses
  - Receipts for deductions
  - Mileage log
  - Home office info
  - Cell phone reimbursement details
- **Payroll Documentation**
  - W-2 for the owner
  - Payroll reports (ADP, Gusto, etc.)
- **Assets Purchased**
  - Equipment, vehicles, major software, improvements

- Depreciation schedules (if prior years exist)

- **Loans & Interest Statements**

- Loan balances
- Interest paid (business loans, credit lines)

- **Prior Year Documents**

- Previous year's tax return (1120-S)
- Shareholder K-1s

- IRS or state letters

- Any other tax documents received