



## HERITAGE INCOME TAX, LTD.

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### 2020 TAX PREP CHECKLIST

#### PRIOR YEAR TAX RETURNS

\*It is helpful if you provide us with your most recent tax return(s). We will review them for free and notify you if we identify any errors.

#### LETTERS FROM A TAXING AGENCY

\*\* Bring in any letters you received from the I.R.S., state, or local taxing authorities within the past year.

#### PERSONAL INFORMATION

Government issued picture I.D.

Your social security card or tax ID number

Your spouse's full name and social security card or tax ID number

#### DEPENDENT(S) INFORMATION

Dates of birth and social security cards or tax ID numbers

Childcare records (including the provider's tax ID number) if applicable

Income of other adults in your home

Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

#### SOURCES OF INCOME

Employed

Forms W-2, Tip Records

Unemployed

Unemployment benefits, Social Security, state tax refund (1099-G)

Self-Employed

Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099s

Records of all expenses — check registers or credit card statements, and receipts

Business-use asset information (cost, date placed in service, etc.) for depreciation

Office in home information, if applicable

## DEDUCTIONS

### Homeowners

Forms 1098 or other mortgage interest statements

Real estate and personal property tax records

Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)

All other 1098 series forms

### Charitable Contributions

Cash amounts donated to houses of worship, schools, other charitable organizations

Records of non-cash charitable donations

Amounts of miles driven for charitable or medical purposes

### Medical Expenses

Amounts paid for healthcare insurance and to doctors, dentists, hospitals

### Childcare Expenses

Fees paid to a licensed day care center or family day care for care of an infant or preschooler

Wages paid to a baby-sitter

Don't include expenses paid through a flexible spending account at work

### Educational Expenses

Forms 1098-T from educational institutions

Receipts that itemize qualified educational expenses

Record of estimated tax payments made (Form 1040-ES)

### Rental Income

Records of income and expenses

Rental asset information (cost, date placed in service, etc.) for depreciation

Record of estimated tax payments made (Form 1040-ES)

## Retirement Income

Pension/IRA/annuity income (1099-R)

Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)

Social security/Railroad Benefit income (1099-SSA, RRB-1099)

## Savings, Investments or Dividends

Interest, dividend income (1099-INT, 1099-01D, 1099-DIV)

Income from sales of stock or other property (1099-B, 1099-S)

Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)

Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)

Expenses related to your investments

Record of estimated tax payments made (Form 1040-ES)

## Other Income & Losses

Gambling income (W-2G or records showing income, as well as expense records)

Jury duty records

Hobby income and expenses

Prizes and awards

Income from Trusts

Royalty Income 1099-Misc.

Any other 1099s received

Record of alimony paid/received with ex-spouse's name and SSN

Records of any scholarships or fellowships you received

Form 1098-E if you paid student loan interest

## K-12 Educator Expenses

Receipts for classroom expenses (for educators in grades K-12)

## State & Local Taxes

Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid

Invoice showing amount of vehicle sales tax paid

## Retirement & Other Savings

Form 5498-SA showing HSA contributions

Form 5498 showing IRA contributions

All other 5498 series forms (5498-QA, 5498-ESA)

## Federally Declared Disaster Areas

City/county you lived/worked/had property in

Records to support property losses (appraisal, clean-up costs, etc.)

Records of rebuilding/repair costs

Insurance reimbursements/claims to be paid

FEMA assistance information

Check FEMA site to see if your county has been declared a federal disaster area