

2021 Tax Document Checklist

Personal Information

- Copies of last year's tax return (If you are a new client)
- Driver's licenses
- Birth certificate & social security cards for new children / dependents
- Bank account routing & account number for direct deposit of refund or payment of balance due

Stimulus, Child Tax Credit & COVID Relief

- Letters or documents received from the IRS stating the amount(s) of stimulus you received in 2021.
- Advance Child Tax Credit received (Letter 6419). Compare the total on your letters to your total deposits to your bank account to confirm the accuracy
- Any documentation in regards to federal or state aid received due to the Pandemic Recovery, including (Paycheck Protection Program (PPP) Loans, COVID-19 Economic Injury Disaster Loan or EIDL, Rhode Island grants & small business relief

All Income Received

- W-2 forms for you and your spouse
- 1099-G forms for unemployment income, or state or local tax refunds
- 1099-MISC & 1099-NEC forms
- 1099-R, Form 8606 for payments or any distributions from IRAs or retirement plans
- 1099-S forms for income from purchase or sale of a property if in the tax year
- 1099-INT, -DIV, -B, or K-1s for interest income, dividend income, capital gains/losses & investment income
- SSA-1099 for Social Security benefits received
- Spousal Support/Alimony received
- Business income & 1099's received
- Rental property income & 1099's received
- Pension Statements
- 1099-C forms for cancellation of debt
- Miscellaneous income: Gambling winnings, Medical Savings Account, scholarships, etc.
- Crypto currency purchases & sales

Deductions and Credits

- Form 1098-E for student loan interest paid (or loan statements for student loans)
- Form 1098-T for tuition paid
- College books & other fees paid out of pocket
- IRA contribution documents or statements of payments made
- Receipts for qualifying home improvements (solar, windows, roof, furnace etc.)

- Health Savings Account (HAS) contributions & distributions
- Self-employed health insurance payment statements
- Spousal/Alimony payments
- 1095-A Marketplace Health Insurance and/or all documentation relating to Health Insurance
- Child daycare or camp cost information including provider's name, address, phone number, tax ID, and amount paid
- Form 1098 stating mortgage interest paid for tax year
- Real estate tax paid
- Car tax paid and/or sales tax for new vehicle purchased
- Any investment expenses
- Any charitable donations which can include cash donations, original charity donation receipts, receipt stating value of donated items
- Medical and dental expense records (the total amount of these costs in conjunction with yearly income that is needed to determine if the costs are tax deductible is a factor whether those costs are a feasible tax deduction)
- Receipts or statements showing amounts of a business owner/self-employed (subcontractor) which could include uniforms/clothing needed for job, supplies, seminars, or necessary education, advertising, mileage, car tax paid, car loan interest paid, mobile phone payment amounts, employee expenses
- All receipts/documentation of home business expenses, home size/office size, utility payments and all stated above
- Rental property expenses, including mortgage statements, utilities, repairs, maintenance and renovation costs

Other Information

- Any Estimated Tax payments made during the year to the IRS & states. Provide date of your payment and the amount.
- All applicable foreign bank account information including location, name of bank, account number and end-of-year statements if received.



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