VITA Taxpayer Checklist

You must provide the following **personal** and **income** information to VITA volunteers so they may file your tax return. The rest of the checklist may help you identify potential tax savings.

Personal Information

- ❑ **Completed Form 13614-C**
- ❑ **Completed Form 14446**
- ❑ Your Social Security number or tax ID number
- ❑ Your spouse's full name and Social Security number or tax ID number
- ❑ Your and your spouse’s date of birth (month, day, year)
- ❑ Dependent(s) date(s) of birth and Social Security or tax ID number(s)

Sources of Income - provide all that apply

Employed

- ❑ Form(s) W-2
- ❑ Income of other adults in your household

Unemployed

- ❑ Unemployment, state tax refund (1099-G)

Self-Employed

- ❑ Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099s
- ❑ Records of work-related expenses - check registers or credit card statements; receipts
- ❑ Record of estimated tax payments made (Form 1040–ES)

Retirement Income

- ❑ Pension/IRA/annuity income (1099-R)
- ❑ Traditional IRA basis (contributions to the IRA that were already taxed)
- ❑ Social Security/RRB income (1099-SSA, RRB-1099)

Savings & Investments or Dividends

- ❑ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- ❑ Income from sales of stock or other property (1099-B, 1099-S)
- ❑ Acquisition dates and records of cost or other basis in property you sold (if 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
- ❑ Royalty Income 1099–Misc.
- ❑ Any other 1099s received
- ❑ Record of alimony paid/received; ex-spouse’s name and Social Security number

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Types of Deductions

Home Ownership

- ❑ 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 Donations

- ❑ Cash amounts donated to houses of worship, schools, other charitable organizations
- ❑ Records of non-cash charitable donations
- ❑ Miles driven for charitable or medical purposes

Medical Expenses – do not include expenses paid through a flexible spending account at work

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

Health Insurance

- ❑ Form 1095-A* if you enrolled in an insurance plan through the Marketplace/Exchange
  *Mandatory: refunds will not be processed unless you include this form

Childcare Expenses

- ❑ Fees paid to a licensed day care or family day care for care of an infant or preschooler
- ❑ Childcare records (including the provider's tax ID number) if applicable
- ❑ Wages paid to a baby-sitter

Educational Expenses

- ❑ Forms 1098-T from educational institutions
- ❑ Receipts that itemize qualified educational expenses
- ❑ Records of any scholarships or fellowships you received
- ❑ Form 1098-E if you paid student loan interest

Educator Expenses

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

State & Local Taxes

- ❑ State/local income tax paid (other than wage withholding) or state and local sales tax paid
- ❑ Property or real estate taxes

Retirement & Other Savings

- ❑ Form 5498-SA showing HSA contributions
- ❑ Form 5498 showing IRA contributions

Banking Information

- ❑ Routing and account number (so IRS can deposit your refund)