

Individual Tax Checklist

Common documents for employees, families, homeowners, investors and retirees.

Use this checklist to gather the documents commonly needed for an individual federal and state income tax return. Not every item will apply to every taxpayer.

PERSONAL INFORMATION

- ☐ Government-issued photo identification for taxpayer and spouse
- ☐ Social Security cards or ITIN letters for taxpayer, spouse and dependents
- ☐ Dates of birth for taxpayer, spouse and dependents
- ☐ Current address, phone number and email
- ☐ Bank routing and account numbers for direct deposit or payment
- ☐ Copy of the prior-year tax return, especially for new clients
- ☐ IRS Identity Protection PIN, if issued

INCOME DOCUMENTS

- ☐ Form W-2 — wages
- ☐ Form 1099-NEC — contractor income
- ☐ Form 1099-MISC — other income
- ☐ Form 1099-K — payment platform income
- ☐ Form 1099-INT — interest income
- ☐ Form 1099-DIV — dividend income
- ☐ Form 1099-B — investment sales
- ☐ Form 1099-R — retirement distributions
- ☐ Form SSA-1099 — Social Security benefits
- ☐ Form 1099-G — unemployment or state tax refund
- ☐ Schedule K-1 — partnership, S corp or trust income
- ☐ Other income records not reported on a tax form

DEDUCTIONS AND CREDITS

- ☐ Form 1098 — mortgage interest
- ☐ Property tax records
- ☐ Charitable contribution records
- ☐ Form 1098-T — tuition statement
- ☐ Form 1098-E — student loan interest
- ☐ Childcare provider name, address, EIN/SSN, and amount paid
- ☐ Adoption expense records
- ☐ Retirement contribution records
- ☐ Health Savings Account forms
- ☐ Form 1095-A — Marketplace insurance
- ☐ Estimated federal and state tax payments
- ☐ Energy-efficient home improvement records, if applicable

TELL US IF YOU...

- ☐ Got married or divorced
- ☐ Had or adopted a child
- ☐ Changed jobs
- ☐ Moved to another state
- ☐ Started a business or self-employment activity
- ☐ Bought or sold a home
- ☐ Bought or sold investments
- ☐ Began receiving retirement income
- ☐ Received income from outside the United States
- ☐ Received an IRS or state notice

Important: Upload documents through the secure ServiAmigo client portal. Do not send Social Security numbers, identification documents, tax forms or bank information through regular email, text message or WhatsApp.