

Here is a handy checklist of items that you may want to have ready for your tax preparer this year.

Among the most important things your tax preparer will need to file your 2020 tax return are the full names and Social Security numbers, or tax identification numbers, of you, your spouse or significant other, and your dependents.

	The Social Security /Tax ID number / information for all of the people included on your tax return
	Birthdates of yourself, spouse/significant other, dependents included on your tax return
	Correct spellings of all names for all of the people included on your tax return

Even though your employer should report your income directly to the IRS, your tax preparer will also need the information on your W-2 form(s) and possibly a number of other documents necessary to complete your tax forms. Below is a listing of what you may need to have with you.

Income Documents		
	TYPE of INCOME	IRS FORM
	All employer earnings statements	W-2
	Corrected employer earning statements	W-2C
	Gambling earnings	W-2G
	Distributions from a pension, annuity, IRA, insurance contract and other retirement accounts	1099-R
	Self-employment income	Form 1099 and Form 1099-MISC
	Foreclosure of a home	Form 1099-A
	Proceeds from broker transactions	Form 1099-B
	Cancellation of debt	Form 1099-C
	Dividends and distributions	Form 1099-DIV

	Unemployment income or a state tax refund	Form 1099-G
	Interest income	Form 1099-INT or Form 1099-OID
	Business or rental income	Form 1099-K
	Long Term Care reimbursements	Form 1099-LTC
	Patronage dividends	Form 1099-PATR
	Payments from qualified education programs	Form 1099-Q
	Distributions from an ABLE account	Form 1099-QA
	Proceeds from the sales of property	Form 1099-S
	Health Savings Account and Medical Savings Account distributions	Form 1099-SA
	Social Security benefits	Form SSA-1099
	Railroad retirement benefits	Form RRB-1099

Tax deductions can reduce your taxable income and, ultimately, your tax bill. Here are some forms you will need to document your major deductions:

DEDUCTIONS		
	TYPE of DEDUCTION	IRS FORM
	Mortgage Interest Statement	Form 1098
	Donation of an automobile, or a boat or an aircraft worth more than \$500 to a tax-exempt organization	Form 1098-C
	Interest you paid on a student loan	Form 1098-E
	Tuition Statement	Form 1098-T
	Record of estimated tax payments	Form 1040ES

If you would like to deduct expenses from your personal or business income taxes, share your receipts for those expenses with your tax preparer. Tax-deductible personal expenses include

EXPENSE TYPES TO LOOK FOR		
	Medical bills	
	Charitable contributions	
	IRA contributions	
	Certain education expenses	

If you are self-employed, many business expenses are also tax deductible. To document both personal and business expenses, make sure you have all your receipts, invoices, medical bills, and mileage logs.

### **In Addition**

It may also be a good idea to have a copy of your latest tax return on hand if your tax preparer has not seen you before.

Your tax return will serve not only as a roadmap to your typical income and deductions, but also point out any major changes that may have occurred in the last year and any possible discrepancies between your returns.