



STONEGATE LEDGER

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— FREE RESOURCE

The Tax Season Checklist

Gather what applies to you before your appointment. Not everything here will fit your situation, and that's fine.

Everyone

- ☐ Photo ID for you (and your spouse, if filing jointly)
- ☐ Social Security cards or ITIN letters for everyone on the return
- ☐ Dates of birth for all dependents
- ☐ Last year's federal and state tax returns
- ☐ Bank routing and account number for direct deposit
- ☐ IRS or state notices you received this year

Income

- ☐ W-2s from every employer
- ☐ 1099-NEC and 1099-MISC for contract or freelance work
- ☐ 1099-K from payment apps and card processors
- ☐ 1099-INT, 1099-DIV and 1099-B for interest, dividends and investment sales
- ☐ 1099-R for retirement distributions; SSA-1099 for Social Security
- ☐ 1099-G for unemployment or state refunds
- ☐ Schedule K-1s from partnerships, S corporations or trusts
- ☐ Records of any cryptocurrency sales or trades

Deductions & credits

- ☐ Form 1098 mortgage interest statement and property tax bills
- ☐ Receipts for charitable donations
- ☐ Form 1098-T tuition statements and 1098-E student loan interest
- ☐ Child and dependent care provider names, addresses and amounts paid
- ☐ Form 1095-A if you had Marketplace health insurance
- ☐ HSA forms (5498-SA, 1099-SA) and retirement contributions
- ☐ Records of estimated tax payments made this year

Business owners & new businesses

- ☐ Profit and loss statement, or your bookkeeping file
- ☐ Business bank and credit card statements
- ☐ 1099s you received, and 1099s you issued to contractors
- ☐ Payroll reports (941s, W-3) if you have employees
- ☐ Mileage log and vehicle expenses
- ☐ Home office square footage and expenses
- ☐ Receipts for equipment, furniture and other major purchases
- ☐ Formation documents and EIN letter (first-year businesses)

Retail store owners

- ☐ Point-of-sale reports for the full year
- ☐ Beginning and ending inventory counts
- ☐ Sales tax returns and payments
- ☐ Merchant processing statements

Real estate investors & landlords

- ☐ Rent received for each property
- ☐ Expenses by property: repairs, insurance, utilities, management fees
- ☐ Closing statements for properties bought or sold
- ☐ Prior depreciation schedules
- ☐ Form 1098 for each mortgaged property

Construction & trades

- ☐ W-9s and payment totals for each subcontractor
- ☐ Job cost records and progress billing
- ☐ Equipment and vehicle purchases, loans and leases
- ☐ Fuel, tools and materials receipts
- ☐ Licensing, bonding and insurance costs

Questions about what you need? Call [\(314\) 828-9905](tel:3148289905) or email samieh@stonegateledger.com.

This checklist is a general guide, not tax advice. Please don't email Social Security numbers or tax documents; ask about secure ways to share them.