

What to Bring for Tax Preparation

Bring the items in Required for Every Client, plus any documents from the other sections that apply to your household or income.

CLIENT / TAX YEAR Name: _____ Tax Year: _____
Phone/Email: _____ Appointment: _____

REQUIRED FOR EVERY CLIENT

- ☐ Valid government-issued photo ID for taxpayer and spouse, if filing jointly.
- ☐ Social Security cards, Social Security number verification letters, or ITIN letters for taxpayer, spouse, and all dependents.
- ☐ Dates of birth for taxpayer, spouse, and all dependents.
- ☐ All income statements received for the tax year (do not file before all expected forms arrive).
- ☐ Identity Protection PIN (IP PIN) for anyone on the return who was issued one.
- ☐ Copy of the prior-year federal and state tax return, especially if you are a new TOPTIA client.
- ☐ Current mailing address and a reliable phone number/email address.

INCOME DOCUMENTS

Bring every form you received. Examples include:

- ☐ W-2 - wages from each employer.
- ☐ 1099-NEC / 1099-MISC / 1099-K - contract, gig, platform, or other business income.
- ☐ 1099-INT / 1099-DIV - interest and dividend income.
- ☐ 1099-B or brokerage statements - stocks, investments, or digital asset transactions.
- ☐ 1099-R - pensions, retirement plans, IRA distributions, or annuities.
- ☐ SSA-1099 / RRB-1099 - Social Security or railroad retirement benefits.
- ☐ 1099-G - unemployment compensation or certain government payments/refunds.
- ☐ 1099-S - proceeds from sale of real estate.
- ☐ Schedule K-1 - income from partnerships, S corporations, estates, or trusts.
- ☐ Other income records not reported on a tax form, including cash income, prizes, awards, rental income, or foreign income.

DEPENDENTS, CHILDREN & FAMILY CREDITS

Bring these items when applicable or if requested to support eligibility.

- ☐ Child care provider name, address, EIN or Social Security number, and total amount paid for dependent care.
- ☐ Form 1098-T and education expense records for a taxpayer or dependent in college.
- ☐ Adoption expense and placement records, if claiming an adoption-related credit.
- ☐ For a new dependent or when eligibility needs verification: birth certificate, custody/placement records, school, medical, daycare, or other residency/relationship records.
- ☐ Alimony records for agreements executed before 2019, if applicable.

HOME, PROPERTY & ITEMIZED DEDUCTIONS

- ☐ Form 1098 - mortgage interest statement.
- ☐ Property tax records and closing/settlement statements for a home purchased, sold, or refinanced.
- ☐ Records of qualified charitable donations.
- ☐ Medical and dental expense records if you may itemize deductions.
- ☐ Records for federally recognized disaster/casualty losses, if applicable.
- ☐ Rental property income and expense records, including mortgage interest, taxes, insurance, repairs, management fees, and major improvements.

SELF-EMPLOYED, GIG WORK OR SMALL BUSINESS

- ☐ Business income records from all sources, including payment apps, card processors, marketplaces, checks, cash, invoices, and deposits.
- ☐ Business expense records and receipts: supplies, advertising, software, phone/internet, insurance, professional fees, rent, utilities, and other ordinary business costs.
- ☐ Vehicle mileage log and/or records of business-use vehicle expenses.
- ☐ Home office information, if applicable.
- ☐ Equipment and asset purchase records, including purchase date and cost.
- ☐ Estimated federal and state tax payment records.
- ☐ Business EIN and basic business information if this is your first year filing the business with TOPTIA.

HEALTH INSURANCE, BANKING & OTHER

- ☐ Form 1095-A if anyone on the return had Marketplace health insurance.
- ☐ HSA forms such as 1099-SA and 5498-SA, if applicable.
- ☐ Student loan interest Form 1098-E, if applicable.
- ☐ Bank routing and account number for direct deposit or direct debit (optional but recommended for electronic refunds/payments).
- ☐ IRS or state tax notices received during the year.
- ☐ Any other document that shows income, a deduction, a credit, or a major financial change during the tax year.

IMPORTANT

Not every document listed is required for every return. TOPTIA Tax Services may request additional records to verify filing status, dependents, income, deductions, or credits. Do not send Social Security numbers, IDs, or other sensitive documents through unsecured text messages or unprotected email.