



2021 Personal Tax Preparation Checklist*

- Changes to name/address/email/phone.
- Changes to bank account information (for possible refunds).
- Changes to filing status or dependents (date of birth and Social Security card, if new).
- All income forms (W-2, 1099, 1099-G for state unemployment benefits, Letter 6475 for the third stimulus payment or proof of Spring 2021 payment), plus alimony, pensions, Social Security, gambling, etc.
- Letter 6419 for Advance Child Tax Credit payments. If married filing jointly, you should receive forms for both spouses.
- Income of any children/dependents in the home.
- Payments/deductions for student loan interest, qualified college expenses, state & local taxes, HSA and IRA contributions, etc.
- Health insurance form 1095-A if using healthcare.gov.; amount of premiums paid from any other source.
- Estimated tax payment records (forms 1040-ES, 500-ES) with proof of payment.
- 2021 annual statements from all retirement accounts, brokerage accounts, annuities, etc.
- Receipts for cash charitable contributions. Even if you do not itemize, there is a \$600 (for marrieds filing jointly) or \$300 (for singles) deduction available.
- IRA withdrawals/proof of rollovers to a new account or Roth IRA, if used for qualified charitable donations, or return of RMD due to CARES act changes.
- Sales or purchases of real estate (closing documents on purchase or sale, plus receipts for any upgrades; if primary home for at least 2 years, only need closing documents on sale).

**This list not inclusive. If you have any questions, please contact us.*