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M&M Accounting LLC has designed this checklist as your personal guide to compiling your tax documents. It is not an exhaustive list; however, it should save you time and remind you which tax documents you've received throughout the year.

Personal Data

- Social Security Numbers (including spouse and children)
- Driver's License Account Number, Issue and Expiration dates
- Child care provider: Name, address and tax I.D. or Social Security Number
- Alimony paid: Social Security Number
- Previous Years Tax Return
- Voided Check (for Direct Deposit)
- Health Insurance Information for 2022

Employment & Income Data

- W-2 forms for this year
- Unemployment compensation: form 1099-G
- Miscellaneous income including rent: Forms 1099-MISC and 1099-NEC
- Partnership, S Corporation, & trust Income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winning
- Prized and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099-G

Homeowner/Renter Data

- Residential address(es) for this year
- Mortgage Interest: Form 1098
- Sale of your home or other real estate: Form 1099-S
- Second mortgage interest paid
- Real estate taxes paid
- Rent paid during tax year
- Moving expenses



Financial Assets

- Interest Income statements: Form 1099-INT & 1099-OID
- Dividend Income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

Financial Liabilities

- Auto loans and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid
- Early withdrawal penalties paid
- Early withdrawal penalties on CDs and other time deposits

Automobiles

- Registration fees

Expenses

- Gifts to charity (qualified written statement from charity for any single donation of \$250 or more)
- Investment expenses
- Job-hunting expenses
- Job-related education expenses
- Child care expenses
- Medical Savings Accounts
- Adoption expenses
- Alimony paid
- Tax return preparation and fees

Self-employment Data

- Business Income: Forms 1099-MISC, 1099-NEC and/or records
- Partnership SE Income: Schedules K-1
- Business-related expenses: Profit/Loss Report, Receipts, other documents & own records
- Farm related expenses: Receipts, other documents
- Payroll Employment taxes & other business taxes paid for current year: Payment records

Miscellaneous Tax Documents

- Federal, state & local estimated income tax paid for current years: Estimated tax vouchers, cancelled checks & other payment records
- IRA, Keogh and other retirement plan contributions: If self-employed, identify as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditures that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable

