MONROE TAX CONNECT

The quality of your tax return and the timeliness of its preparation depend on providing all necessary documents and information. Below is a checklist of commonly required tax documents to help ensure you don't miss anything important.

Important Notes:

- Not all items may apply to your situation; *this list is meant to guide you.*
- Items marked **(REQUIRED)** must be submitted to complete your return.
- Additional information may be requested based on your tax situation.

Personal Information

☐ **Valid government-issued photo ID for you and your spouse, if filing jointly** (REQUIRED)
☐ **Social Security cards or ITIN assignment letters for you, your spouse, and dependent(s)** (REQUIRED)
☐ **Dependent(s) Social Security Card(s)** (REQUIRED)
☐ Direct Deposit Slip **OR** Bank Statement (for Routing and Account Number)
☐ Dates of birth for you, your spouse, and dependents
☐ Current mailing address, phone number, and email address
☐ Current IRS Identity Protection PINs (IP PINs), if issued, for anyone listed on the return

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Dependent Information

☐ Each dependent's relationship to you and number of months they lived with you
☐ School, daycare, medical, or other residency records, if requested
☐ Household expense and financial support records, if requested
☐ Form 8332, if applicable to a noncustodial parent claiming a child
☐ Full-time student or disability information, if applicable

Income Documents

☐ **W-2** – Wage and Tax Statement (from employer(s))
☐ **W-2G** – Gambling Winnings
☐ **1099-INT** – Interest Income (from bank or financial institution)
☐ **1099-DIV** – Dividend Income
☐ **1099-MISC** – Miscellaneous Income (e.g., self-employment, rental income)
☐ **1099-NEC** – Non-Employee Compensation
☐ **1099-G** – Unemployment Compensation or State Tax Refunds
☐ **1099-K** – Payment Card and Third-Party Network Transactions
☐ **1099-R** – Retirement Plan Distributions or Pensions
☐ **SSA-1099** – Social Security Benefits
☐ Cryptocurrency/digital asset transaction records and tax statements
☐ Other income documentation (e.g., alimony received, jury duty pay, etc.)

Deductions and Credits

☐ **1098** – Mortgage Interest Statement
☐ **1098-E** – Student Loan Interest Statement
☐ **1098-T** – Tuition payment records, scholarships/grants, and required education expenses
☐ Property tax statements (real estate or vehicle taxes paid)
☐ Charitable donation receipts (cash or non-cash contributions)
☐ Childcare provider information (name, address, tax ID, and amount paid)
☐ Medical expenses (if itemizing deductions)
☐ Records of prior-year energy credits carried forward, if applicable (e.g., solar panels, insulation)
☐ Forms 1099-SA and 5498-SA, plus HSA contribution and distribution records

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Health Insurance

☐ **1095-A** – Marketplace Health Insurance Statement **(REQUIRED if you had Marketplace coverage)**
☐ **1095-B** – Health Coverage (if received)
☐ **1095-C** – Employer-Provided Health Insurance (if received)

Self-Employment Information

If you operated a business, freelanced, performed gig work, or worked as an independent contractor, gather your income and business expense records below. Receiving a 1099 does not automatically mean you are self-employed.

Please review the checklist below for information you may need to gather for your tax preparer:

☐ Business name, business activity, address, and EIN (if applicable)
☐ Total business income, including cash and electronic payments
☐ Organized income and expense summary or profit-and-loss statement
☐ Prior depreciation schedules (if available)

General Business Expenses

☐ Advertising
☐ Office Rent
☐ Supplies
☐ Taxes & Licenses
☐ Travel Expenses (flights, hotels)
☐ Qualifying Business Meals
☐ Qualifying Uniforms or Protective Clothing
☐ Business Phone, Internet, and Utilities
☐ Software, Subscriptions, and Online Services
☐ Business Insurance
☐ Professional Fees
☐ Contractor Payments and Payroll Records

☐ Equipment and Furniture Purchases — include dates and costs
☐ Inventory and Cost-of-Goods-Sold Records, if applicable
☐ Home Office Measurements and Related Expenses, if applicable

Auto Expenses (Business Vehicle Information)

☐ Make, model, and year of the vehicle
☐ Odometer reading at the beginning of the year
☐ Date and odometer reading when the vehicle was first used for business
☐ Odometer reading at the end of the year
☐ Car Insurance
☐ Repairs & Maintenance (e.g., windshield wipers, oil changes, new battery, catalytic converter, tires)
☐ Gas
☐ Mileage log showing dates, destinations, business purposes, and miles driven
☐ Total annual mileage, business mileage, and commuting mileage
☐ Business parking and tolls
☐ Purchase or lease documents and prior vehicle depreciation records, if applicable

Provide your vehicle expense totals and mileage records. Identify any amounts that relate only to business use. We will determine the business-use portion and applicable deduction method.

Additional Documents

☐ **Prior Year Tax Return** (if new to Monroe Tax Connect)
☐ Federal and state estimated tax payments, including dates and amounts, prior-year refunds applied to this year, and extension payments
☐ Rental property income and expenses (e.g., mortgage, repairs, insurance)
☐ Adoption expenses documentation
☐ IRS or state tax notices
☐ Information about moves between states or income earned in multiple states