

# Document Checklist

## Personal and Family Information

- Valid Identification (Primary and Spouse)
- Social Security Cards and/or ITIN for everyone on the return
- Birth Certificates and Proof of Residency (Dependent Children only)
- 1095 Verification of Health Insurance
- Form 8332 (Custodial Parent Relinquishing Right of Child Custody to its Non-Custodial Parent)
- Bank Routing and Account Number

## Source of Income

- W-2s
- 1099s, 1098s, and K1s
- Income Summary and/or Bank Statements (Self-employed)
- 1099-G (for Unemployment and Paid Family Leave)
- SSA-1099 (Social Security Income)
- 1099-SA (Health Savings Account Distributions)
- 1099-R Distributions (Pension, IRA, Annuity)
- 1099-Q (529 plan or a Coverdell ESA)
- 1099-B Stocks and Cryptocurrency Report showing the buy and sell
- Rental Income (1099-Misc and/or management log)
- 5498 and All Other Income Related Documents
- Income of dependent (if applicable)

## Expenses and Deductions

- 1098 (Mortgage Interest)
- Real Estate and/or Personal Property Tax
- Medical Expenses
- Receipts of purchase (Solar Energy Systems)
- 1098-E (Student Loan Interest)
- Child Care Expenses and Daycare Provider Information
- Verification of 401K and/or IRA contributions
- Detailed Log of Expenses for Self- Employed individuals
- Detailed Log of Unreimbursed Expenses for W2 Employees
- Receipts of New Vehicle Purchased and/or Car Registration
- Receipts for Charitable Contributions (Gifts by cash, check and other)
- 1098-T Educational Verification, Scholarship/Fellowship Details, Class Schedule, and Expense Receipts for textbooks and supplies)

## Proof of Residency

**If you qualify for EITC (Earned Income Tax Credit) or Child Tax Credit (CTC) for a dependent, we need yearly proof of residency to verify that the Child lived with you.**

**The document needs to contain three things: the child's name, your address, and the current tax year on it.**

**The following are examples of documents you can bring as proof of residency:**

- School records or statement
- Landlord or property management statement
- Health care provider statement
- Medical records
- Child care provider records
- Placement agency statement
- Social service records or statement
- Place of worship statement
- Indian tribal official statement
- Employer statement

**If you are claiming an adult that is permanently and totally disabled please bring one of the following:**

- Doctor statement
- Other health care provider statement
- Social services agency or program statement

**Note: The first year you are claiming new dependents, please provide the Birth Certificate, we need to verify the relationship to you.**