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CONNECTING COMMUNITIES TO RESOURCES

2011 Federal Taxes Checklist

To file your federal taxes, please bring the following:

- ☐ **Personal information**
  - ☐ Home address and phone number
  - ☐ Social Security Numbers (SSN) or, for people with no SSN, Individual Tax Identification Number (ITIN) for you, your spouse, your former spouse, and your dependents (as applicable)
  - ☐ Birth dates for you, your spouse, your former spouse, and your dependents (as applicable)
  - ☐ Bank account number and routing number for direct deposit or withdrawal
  - ☐ Agreements or court orders showing who can claim dependents if divorced or separated

- ☐ **Federal return forms/schedules/worksheets**
  - ☐ Previous year's Form 1040 and its attached schedules, worksheets, and forms
  - ☐ Current year's Form 1040-ES (estimated quarterly payments)
  - ☐ Current year's Form 4868 (request for extension to file the tax return)

- ☐ **Income documents for you and your spouse, if filing jointly**
  - ☐ Earned Income
    - W-2: Wage and Tax Statement
    - 1099-MISC: Miscellaneous Income
    - Business records showing payments you or your spouse received for goods or services
  - ☐ Retirement Distributions
    - 1099-R: Pensions, Annuities, IRAs, and Insurance Contracts
    - SSA-1099: Social Security Benefits (SSI is not reported on this form is not taxable)
    - RRB-1099/RRB-1099-R: Railroad Retirement Benefits
    - CSA 1099R/CSF 1099R: U.S. Civil Service Retirements Benefits
  - ☐ Investment Income
    - 1099-INT/1099-OID: Interest Income
    - 1099-DIV: Dividends
  - ☐ Miscellaneous Income
    - 1099-G or other documents showing unemployment and state/local tax refunds
    - W-2G or other documents showing amounts of gambling winnings
    - Alimony or separate payments received
    - Taxable scholarships or fellowships received
    - 1099-C or other documents showing cancellation of debt
    - Records or statements showing the following things: jury duty pay; awards or prizes received from employers or a contest; amounts received from hobbies or other not-for-profit activities; or fair market value of items such as found property or free tours received
    - Form 1099-SA: This is the reporting form used to report the amount distributed from the HSA

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- ☐ **Expense records for you and your spouse, if filing jointly**
  - ☐ Child and Dependent Care: Provider's address and SSN or Employer Identification Number (EIN)
  - ☐ Employment and Business: Traveling, entertainment, vehicles, dues to professional organizations/unions, etc.
  - ☐ Contributions to Retirement Plans: IRA (Form 5498), 401(k), 403(b), etc.
  - ☐ Medical and Dental Expenses: Prescription costs, fees to a doctor, insurance premiums, transportation costs, etc.
  - ☐ Home: Mortgage interest/insurance premiums paid (Form 1098), real estate taxes paid (Form 1098), real estate taxes paid, Mortgage Credit Certificate (if approved by a state/local government)
  - ☐ Education: Tuition and fees (Form 1098-T) and student loan interest (Form 1098-E)
  - ☐ Charitable Contributions: Monetary and property
  - ☐ Disaster and Theft Losses: Original cost of property, reimbursement amounts from insurance or other sources, and fair market value before and after loss
  - ☐ Miscellaneous: Alimony/separate maintenance payments (recipient's SSN or ITIN is required), gambling losses, penalties for early withdrawals on bank accounts

For more information, please visit our tax center – www.thebenefitbank.com/TaxCenter