

To prepare **Form 1040 – U.S. Individual Income Tax Return**, individuals must gather various forms and information.

To simplify tax filing, create a PERSONAL list of the forms and information you need annually. As you get in each document, check it off the list.



1. **Social Security and address information for yourself, your spouse, and any children or dependents you will claim as a dependent.**
2. **Form W-2 – Wage and Tax Statement** - Employers provide this form to report the wages paid to an employee and the taxes withheld. You will get a separate W-2 from each employer. Forms must be mailed to you by January 31st, so if you do not have them by the beginning of February, contact the employer.
3. **Form 1099 Series:** There are various types of 1099 forms, often identified by the letters after the 1099. They are used to report income received and certain items paid. All report the information they send to you to the IRS.
 - **1099-INT:** For interest income from banks or financial institutions. If you have accounts at multiple institutions, each one will send their own 1099.
 - **1099-DIV:** For dividend income from investments. If you have accounts at multiple institutions, each one will send their own 1099. Often, a financial custodian will send one form combining interest, dividends, and capital gains.
 - **1099-MISC or 1099-NEC:** sent to independent contractors, freelancers, or self-employed individuals showing the total amount they received from a given entity during the year. If the payer does not send a 1099, you must still report the income.
 - **1099-G:** For government payments, such as unemployment benefits or state tax refunds.
 - **1099-B: For capital gains or losses from selling stocks or other securities.**
 - **1099-R** For retirement plan distributions or return of funds previously contributed by an employee, which were later returned to the employee when the plan failed a safe harbor test. (Top-heavy discrimination test)
 - **1099-SSA** for Social Security payments made to recipients
4. **Form 1098 – Mortgage Interest Statement** - For homeowners who paid mortgage interest during the year. This form reports the interest paid, which could be deductible. Often, the same form will report any real estate taxes paid to the municipality, which can also be deductible.

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5. **List of Expenses you incurred that may be deductible if you Itemize your deductions** - This might include medical expenses, state income taxes, real estate taxes, mortgage interest, charitable contributions, professional advisor fees paid to help support income-producing work (accountants, lawyers, financial advisors), etc. These expenses may or may not be deductible, but providing the information to your tax preparer will allow them to make the proper determination.
6. **List of all Income and Expenses from the Business. The expenses should be listed as per the categories on Schedule C**
7. **Cost of any assets purchased by the business during the year.** An asset is typically a capital item that will continue to perform and give value for over a year. (i.e., automobile, machinery, leasehold improvements, computers etc.).
8. **List all assets sold during the year** – including a home, or rental property, anything on which a profit or loss was generated. The information must include:
 - sales price,
 - selling expenses
 - the original cost plus the cost of improvements and refinancing during the years of ownership.
9. **List of income and expenses related to** rental property royalties, which you control. If you have ownership in an entity controlled by others, the information should be reported to you on a K-1
10. **K-1 form**, which reports the taxable income you had from ownership or interest in partnerships, S corporations, estates, and trusts.
11. **Child and Dependent Care Expenses** - Provide details of the care services you paid for dependent children, such as:
 - Name, address, and taxpayer identification number (TIN) or Social Security number (SSN) of the care provider.
 - Amount of care expenses paid.
 - Date(s) of the care provided.
 - A copy of the statement or invoice from the care provider may also be helpful.
 - As this information will be used to get credit for care expenses paid for which allowed you to work, you may need to provide information about your employment or business activity during the year.
12. Proof of **Other Income**: like **taxable scholarships or grants** or **nontaxable combat pay** which may support a claim for **Earned Income Tax Credit (EITC)**
13. **Proof of contributions made to a traditional Individual Retirement Plan** during the year (IRA) – generally, contributions to an employer-sponsored retirement plan (such as a 401k or 403B) are accounted for via a W-2.

14. Proof of Health Insurance Coverage – This details your coverage, the amount of your premium, and any premium tax credits you may have received. It will also show the months of coverage you had. Forms which can be used are:

- **Form 1095-A – Health Insurance Marketplace Statement** - Issued if you obtained health insurance through the Health Insurance Marketplace (Exchange).
- **Form 1095-B – Health Coverage** - Issued by **insurance companies** or **government programs** like Medicaid, the Children’s Health Insurance Program (CHIP), or other small employer plans.
- **Form 1095-C – Employer-Provided Health Insurance Offer and Coverage** Issued by **large employers** (those with 50 or more full-time employees). It details the health insurance coverage offered to you through your employer. This form is primarily used to verify whether your employer’s health plan meets the **Affordable Care Act (ACA)** requirements, but it also confirms that you had coverage.

15. Information relating to your Health Savings Account (HSA) Contribution Form 5498-SA, issued by your **HSA custodian** (usually the bank, insurance company, or financial institution that manages your HSA). This form reports the total contributions made to your HSA during the year, including employer contributions and any contributions you made. It will also indicate whether your HSA is qualified, the fair market value of the account, and any rollover amounts.

16. Information about educational expenses if you plan to claim the American Opportunity Credit or Lifetime Learning Credit for educational expenses.

17. List of Estimated tax payments you made during the year and on which you expect a credit towards your current year’s tax liability.

18. List of Tax refunds received during the tax year.

19. Your prior year’s tax return (critical if going to a new tax preparer) includes any amended returns you may have filed.

NOT ALL FORMS WILL BE NEEDED BY EVERYONE
Use the attached sheet to list those that apply to you.

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6.02 Forms & information needed for your tax preparer of a 1040 Individual Income Tax Return

FORMS I NEED to complete tax return for tax year _____

	Form Number or list description	Being sent by (name of employer or institution)	Received on
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			