

# Checklist for Filing Federal Taxes with The Benefit Bank

## **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, if applicable (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 and is not taxable*)
- RRB-1099/RRB-1099-R: Railroad Retirement Benefits
- CSA 1099R/CSF 1099R: U.S. Civil Service Retirement 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

## **EXPENSE RECORDS, if applicable (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, 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](http://www.thebenefitbank.com/TaxCenter)