

THE BENEFIT BANK

EMPOWERING COMMUNITIES TO THRIVE

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

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CONNECTING COMMUNITIES TO RESOURCES

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

Health coverage information for you, your spouse (if filing jointly) and your dependents

Marketplace Coverage Information

- Form 1095-A if you enrolled in health coverage through the Health Insurance Marketplace. This form has information about your monthly premium and any advance credit you, your spouse, and dependents may have received
- Exemption Certificate Number (ECN) if you, your spouse, or any of your dependents were granted a health coverage exemption from the Marketplace

- 1095-B, which shows health coverage status for you, your spouse, and/or your dependents. You may or may not receive Form 1095-B for 2015 even if you did have qualifying health coverage in 2015 (which includes employer coverage and government health insurance)

- 1095-C, which shows employer-sponsored health coverage (or an offer for employer-sponsored coverage) status for you, your spouse, and/or your dependents. You may or may not receive Form 1095-C for 2015, even if you were offered or had qualified employer-sponsored coverage in 2015

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