

What do I need to file my taxes?

The documents you need for tax prep depend on your situation. To help you prepare your tax documents for filing your taxes, we've created a checklist to help you know what forms to bring. **Please use this checklist as a guide for which documents to bring; there could be tax documents that you may have received outside of this checklist.** If so, please upload them to your portal.

Personal Information

Tax identification numbers are **mandatory** items on your checklist. All taxpayers will need the following information to do their taxes.

If you're a new or existing client:

- Sign up or login to your TaxDome portal here: <https://xeladvisorsca.taxdome.com/>
- Full Legal Name, Social Security Number(SSN) **OR** Individual Taxpayer Identification Number (ITIN), Birthdays, and Occupation (Total 4 Items)
 - Taxpayer (Yourself)
 - Spouse (If filing as Married Joint or Separately)
 - Dependents (including kids, parents, etc.)
- Provide us with a copy of your prior year tax return
- A copy of yours and your spouse's Driver's License (State verification purposes)
- Identity Protection PIN, if one has been issued to you, your spouse, or your dependent by the IRS
- Routing and account numbers to receive your refund by direct deposit or pay your balance due if you choose. If easier, a copy of a void check **(Highly Recommended)**

Dependent(s) Information

Parents and caregivers should gather this information as they review what they need to file their taxes.

- Dates of birth and SSN or ITIN
- Childcare records (including the provider's tax ID number) if applicable
- Income of dependents and of other adults in your home



Sources of Income

Many of these forms will not be needed to file taxes every year. For example, you will only receive the investment forms you may need to file your taxes if you had distributions or other activity. Please use the checklist as a guide.

Please ensure to gather documents for you and your spouse, if applicable.

Employed

- Forms W-2, Form 1099-NECs, etc.

Unemployed

- Unemployment (1099-G)

Self-employed

- Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or new 1099-NEC
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable
- Record of estimated tax payments made (Form 1040-ES)

Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation.
- Record of estimated tax payments made (Form 1040-ES)

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (SSA-1099, RRB-1099)

Savings & Investments or Dividends

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock, cryptocurrencies, or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Expenses related to your investments
- Record of estimated tax payments made (Form 1040-ES)
- Transactions involving cryptocurrency (Virtual currency)

Other income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)
- Trust income
- Royalty income 1099-MISC
- State tax refund
- Sale of your home, business, or properties

Types of Deductions

The types of deductions you can take depend a lot on your life situation. It's likely you won't need all of the documents listed below for your taxes. Please use this as a guide.

Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements purchased and installed during the year (e.g., solar panels, solar water heater)

Electric Vehicle Credits

- Purchase agreement for electric vehicles purchased during the year

Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations

Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange) **[REQUIRED]**
- Form 1095-B if you're enrolled under an Employer's plan **[REQUIRED]**

Childcare expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- Amounts paid to a baby-sitter or provider care of your child under age 13 while you work
- Expenses paid through a dependent care flexible spending account at work

Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

K-12 Educator expenses

- Receipts for classroom expenses (for educators in grades K-12)

Retirement & Other Savings

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

Taxes You Have Paid

Properly documenting the taxes you have already paid can keep you from overpaying.

- Federal estimated taxes paid during the year (other than W-2 withholdings)
- State estimated taxes paid during the year (other than W-2 withholdings)
- State and local income taxes paid
- Real estate taxes paid