AMERITAX Checklist: Drop off, mail, or scan and upload your documents to our portal. We do not need receipts - just totaled summaries. Keep receipts for audits! There will be a bookkeeping charge for adding/summarizing receipts and lists.

- A valid drivers license or state ID for you and spouse if married (NEW clients only)
- IRS Identity Theft PIN if issued to you/spouse (you get a new one each year from the IRS by mail)
- W-2 Wages from all employers
- W-2G Lottery and gambling winnings
- 1099-R Pensions, Annuities, IRA’s, Rollovers. Note if this is year 3 of a Covid distribution
- K-1 Partnership, S-Corporation, trust reporting documents
- 1099-INT Interest earned
- 1099-DIV Dividends earned
- 1099-B Stock sales, purchase dates and cost – all pages
- 1099-G Unemployment compensation, and/or state refunds
- 1099-SSA Social Security Benefits
- Form 5498 Annual report of IRA balances
- Federal and state tax estimates: dates and amounts paid
- Name, address, and tax ID of child care provider(s), and amount(s) paid to each for the year
- Form 1098 Mortgage interest statement for all real estate owned that is mortgaged
- Closing statements for real estate bought or sold
- Cost of energy improvements paid and put into service
- Charitable contributions by cash/check, non-cash contributions, charity mileage
- Social Security card copy for new spouse, dependents, and new clients
- Real Estate taxes paid

- Personal property taxes on autos, boats, motorcycles, trailers, RVs, etc
- Bursar's office statement for college tuition/fees paid for you, spouse, dependents, plus books
- Student loan interest paid
- Educator expenses for teacher supplies and expenses (K-12)
- IRA contributions made (not 401(l) or 403(b) employer plans)
- Proof of health insurance
- Medical: doctors, dentists, hospitals, nursing homes, insurance, prescriptions, eye-care, mileage
- Sales tax for new vehicle(s) purchased
- Business income, and expenses by category, including payroll records
- Rental income, and expenses by category
- Description, costs, and purchase date of business assets and/or rental capital improvements
- List of business and/or rental assets traded, sold, or disposed
- 1099-NEC statements issued by you to independent contractors
- Square footage of home and office, plus utility, insurance, and repair expenses
- Name and address of landlord if you rent in Massachusetts, and amount paid
- Any IRS or state correspondence received during the year
- If you are 65 or older: water/sewer bills paid for CB credit (not everyone qualifies)

The IRS requires Ameritax to confirm documentation if you claim any of these credits: Earned Income Tax Credit, Additional Child Tax Credit for dependents younger than 17, Dependent Care Tax Credit, American Opportunity Tax Credit for college tuition If you claim any, provide us with copies of birth certificate(s) for newborn dependent(s), and proof the child(ren) live(s) with you - e.g. medical and/or school records