



## Personal Income Tax Checklist

**Checklist Instructions:** Please review the list of all income, adjustments, deductions, and credits listed below and the total number of each form that applies to your household. We will need you to provide the respective supporting documentation for each item as it is listed in the "Required forms and documentation" column.

INCOME: Required Forms/ Documentation:	# of forms
W-2 (Employer/Paycheck)	
SSA-1099 (Social Security)	
1099-G (Unemployment)	
1099-INT (Interest)	
1099-DIV (Dividends)	
1099-R (Retirement distributions)	
1099-B (Consolidated Statement/Investment Activity)	
1099-SA (Health Savings Account (HSA))	
<b>NEW for 2025 - 1099-DA</b> (Sales, exchanges for other assets, and redemption of digital assets (crypto))	
W2-G (Gambling)	
K-1 (Privately Held Corporations/Partnerships)	<input type="radio"/> RAC prepares this for me
Small Business/Real Estate/Rental/Farm	(2024 income statement, balance sheet and asset schedule)
1099-Q (Qualified Tuition Program)	
1099-C (Forgiven Debt or Foreclosure)	
1099-K (Third Party Network Sales/Income)	
1095-A (Marketplace Health Insurance)	
Other:	
DEDUCTIONS: Required Forms/ Documentation:	# of forms
1098 (Mortgage Statement and Property Taxes Paid)	
1099-S (Purchase and/or Sale of Real Estate (attorney-provided))	
Charitable Donations	(Estimated value of donated items OR Receipt for cash)
Unreimbursed Employee Expenses	(Total amount, receipt, details)
Home Office Expenses – Self-Employed Only	(Square footage of office and all relevant expenses)
Mileage - Business, medical and charitable	(Vehicle description, total annual miles, deductible miles)
Other:	
ADJUSTMENTS: Required Forms/ Documentation:	# of forms
1098-E (Student loan payments)	
5498 (Retirement account contributions (non-payroll))	
5498-SA (Health Savings Account (HSA) contribution)	
Cash Charitable Contributions	(Charity and donation letters)
Other:	
CREDITS: Required Forms/ Documentation:	# of forms
Childcare or other dependent care expenses	(EIN for provider and total amounts paid for each child)
1098-T (College Tuition – for you, spouse, or dependent)	
Full-Year Firefighter or EMT Volunteer (NYS)	(Name & address of where you volunteered)
Certified energy efficient property purchase	(paid receipts)
Other:	
OTHER: Required Forms/ Documentation:	# of forms
Required: All taxpayers & spouses need a copy of valid Driver's License or NYS ID card to e-file	
All estimated income tax payments	(Record of all payments made to each agency (dates & amounts))
IRS or NYS Tax Notice	(Complete copy of the tax notice(s))
NYS STAR Tax Relief Check	(Amount or check stub provided by NY when you get the check)
Other:	

Drop off or submit your documents online using the upload link at [www.rac-co.com](http://www.rac-co.com)