TAXFLO by SafeVault

Client tax document checklist

Gather what applies to you before your preparer starts. Tick each item as you send it, or mark it not applicable. Skip any section that does not apply to your situation.

Name _____ Tax year _____ Date sent _____

Before you start: optional items never hold up your return. If something is genuinely unavailable, send what you have with a note explaining why. Your preparer makes the final call on what is needed.

1 About you and your household

Everyone

ITEM	SENT	N/A
Last year's federal and state returns Only if you are new to this preparer	☐	☐
Full names, dates of birth and Social Security numbers For you, your spouse and every dependant	☐	☐
Identity Protection PIN Only if the IRS issued you one. It changes every year	☐	☐
Bank routing and account number For a direct deposit refund or an electronic payment	☐	☐
What changed this year Marriage, divorce, a birth, a move, a new state, a new job, a business started or closed, a property bought or sold	☐	☐

2 Income with a form

Most people

ITEM	SENT	N/A
Form W-2 From every employer you worked for during the year	☐	☐
Forms 1099-NEC and 1099-MISC Contract, freelance and other miscellaneous income	☐	☐
Form 1099-K From payment apps and online marketplaces, if you received one	☐	☐
Forms 1099-INT and 1099-DIV Interest and dividends from banks and investment accounts	☐	☐
Form 1099-B or your consolidated brokerage statement Often arrives later than other forms	☐	☐
Form 1099-DA Digital asset sales through a broker	☐	☐
Forms 1099-R and SSA-1099 Pensions, IRA and retirement plan distributions, Social Security benefits	☐	☐

ITEM	SENT	N/A
Form 1099-G Unemployment compensation or a state tax refund	☐	☐
Form 1099-S Sale of real estate	☐	☐
Schedule K-1 From any partnership, S corporation, estate or trust. Often arrives in March	☐	☐
Form W-2G Gambling winnings	☐	☐

3 Income without a form

Freelancers, sellers, side income

ITEM	SENT	N/A
Deposit summaries for business or side income Bank or card statements showing what you were paid	☐	☐
Invoice register or sales records A list of what you billed, by customer	☐	☐
Platform payout reports Marketplaces, ride share, delivery, rental and creator platforms	☐	☐

Why this section matters. For tax years beginning after 2025, payers generally do not have to send Form 1099-NEC or 1099-MISC for payments under $2,000. You may receive fewer forms, but the income is still reportable. Records are how your preparer captures it.

4 Self-employment and business

If you run a business

ITEM	SENT	N/A
Business income and expense records A profit and loss summary, or your bookkeeping export	☐	☐
Vehicle mileage log Business miles driven, with dates and purpose	☐	☐
Home office details Square footage of the office and of the whole home	☐	☐
Forms 1099 you issued to contractors	☐	☐
Payroll reports If you have employees	☐	☐
Equipment or asset purchases Date, description and cost	☐	☐

5 Rental property

If you own a rental

ITEM	SENT	N/A
Rent received By property, for the full year	☐	☐
Rental expenses Repairs, insurance, management fees, utilities, supplies	☐	☐

ITEM	SENT	N/A
Form 1098 and property tax bills for the rental	☐	☐
Purchase or improvement records Only for a property bought or improved this year	☐	☐

6 Deductions, credits and payments

Check what applies

ITEM	SENT	N/A
Form 1098 Mortgage interest on your home	☐	☐
Property tax bills For your home	☐	☐
Charitable contribution receipts Cash and non-cash gifts	☐	☐
Form 1098-T and Form 1098-E Tuition paid, and student loan interest	☐	☐
Childcare provider details Name, address, taxpayer ID and amount paid	☐	☐
Form 1095-A Only if you had Marketplace health coverage	☐	☐
Forms 1099-SA and 5498-SA Health savings account distributions and contributions	☐	☐
Estimated tax payments Federal and state, with dates and amounts	☐	☐

How to send your documents safely

- Use the secure upload method your preparer gives you rather than email or text message. Tax documents carry your Social Security number and account details.
- Send clear, complete copies. A cropped page, a photo of a screen or a password-protected file usually means a second request.
- Check the year on every form before you send it. Last year's W-2 is the most common upload mistake.

This checklist is a general guide to commonly requested documents. It is not tax advice and it is not a complete list for every situation. Your preparer may ask for items not shown here, and many items will not apply to you.

Prepared by TaxFlo, tax intake and document readiness for CPA firms. **taxflo.us**