

# Tax Filing Document Checklist – Office Workers

## ☐ 1. Personal Information

- Social Security Number (SSN) or ITIN
  - Government-issued ID (Driver's License or State ID)
  - Last year's tax return (if available)
  - Spouse and dependent information (if filing jointly or claiming credits)
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## ☐ 2. Income Documents

- **Form W-2** – from employer
  - **Form 1099-NEC / 1099-MISC** – if self-employed or a contractor
  - **Form 1099-INT / 1099-DIV** – for interest/dividends
  - **Form 1099-R** – for retirement distributions
  - **Form 1099-G** – for unemployment benefits or state tax refunds
  - **Form 1099-B** – for stock or crypto sales
  - **Form 1099-K** – for third-party payments (PayPal, Stripe)
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## ☐ 3. Work-Related & Self-Employment Deductions *(if applicable)*

- Home office expenses (rent, utilities, portion of internet/phone)
  - Office supplies, laptops, monitors
  - Software subscriptions (Zoom, Google Workspace, QuickBooks)
  - Professional development (courses, certifications)
  - Licensing fees, association memberships
  - Accountant/tax preparer fees
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## ☐ 4. Business Travel Expenses *(deductible if self-employed or unreimbursed)*

- Airfare, train, or bus tickets
- Hotel or Airbnb receipts
- Car rentals and gas for business use
- Parking fees, tolls
- Business meals (50% deductible or per diem)
- Local transportation (Uber, taxi, public transit)
- Conference or event tickets
- Travel calendar, itinerary, or mileage log

!! ☐ *Must be business-related and documented with receipts/invoices.*

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## □ 5. Credits and Deductions

- Childcare expenses (Form 2441)
  - Student loan interest (Form 1098-E)
  - Tuition and education expenses (Form 1098-T)
  - IRA, HSA, or 401(k) contributions
  - Medical expenses (if above threshold)
  - Charitable donations with receipts
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## □ 6. Banking and Payment Info

- Bank statements (if business-related)
- Payment processor records (PayPal, Cash App, Venmo)
- Direct deposit info for refund (routing and account numbers)

