

# Tax-Aide Hawaii Document Checklist TY2023

## You must bring:

- Photo ID for taxpayer and spouse (if filing a joint return). Not required for dependents.
- Social Security cards and/or ITIN notices/cards or other official documentation that show the taxpayer identification numbers for EACH taxpayer and dependent on the return.
- Blank check or bank statement showing the full account number if you want to direct deposit any refund(s) or direct debit any amounts due. Deposit slips are not acceptable.
- Identity Protection PIN (IP PIN) Letter from the IRS (for each individual if applicable).
- Optional but highly desirable: Last year's federal and state tax returns.

## **Income**

- W-2 from each employer.
- 1099-G form for Unemployment Compensation or state/local income tax refunds.
- SSA-1099 form reporting Social Security benefits paid to you for the year, or RRB-1099, Tier 1 Railroad Retirement benefits form.
- 1099 forms (or other statements) reporting interest (1099-INT), dividends (1099-DIV) and/or proceeds from sales (1099-B), plus documentation showing the original purchase prices if you sold stocks or other assets.
- 1099-R forms for any Pension, Annuity, or IRA distributions.
- 1099-NEC, 1099-MISC, 1099-K, or other 1099 forms.
- If you have a business, bring a summary list of all your income (cash and non-cash) and all business-related expenses, including vehicle mileage, to complete our **Self-Employment Worksheet**.
- Information about any other income not reported on a form, including cash or other than cash (barter).

## **Payments**

- Records of any federal and/or state income tax paid during the year if not shown on income documents. Includes quarterly estimated tax payments.

## **Deductions**

If you have a substantial amount of deductions, you may want to itemize. If so, complete our **Itemized Deductions Worksheet** and bring the following:

- 1098 form showing home mortgage interest.
- Separate summaries of CASH and noncash contributions to charity.
- Amount of property taxes paid during the year (frequently shown on your mortgage statement).
- Amounts of unreimbursed business expenses related to your job or expenses related to your investments.
- A summary list of medical/dental/vision expenses including doctor and hospital bills and medical insurance premiums, prescription medicines, medical portion of assisted living services, long-term insurance premiums, and expenses for medical-related home improvements such as ramps and railings for people with disabilities and/or vehicle modifications to accommodate a disability.
- Invoices showing sales tax paid on large purchases (car, boat, plane, etc.) if you want to claim the state sales tax deduction instead of the state income tax deduction.

## **Health Insurance**

- 1095-A forms if you purchased insurance through the Marketplace (Exchange).
- Any exemption correspondence from the Marketplace (if applicable).

## **Credits**

- Dependent care provider information – name, address, telephone number, employer ID or Social Security number, General Excise Tax (GET) number, and amount paid to the provider for each child.
- 1098-T form for Education expenses plus statement of account from the Educational Institution showing tuition and fees actually paid and Scholarships, Grants, etc. received. Also bring a summary of any other education expenses to complete our **Education Credit Worksheet**.
- 1098-E form or letter from lender for Student Loan Interest.
- Name, address, and GET number **of your landlord** for the Hawaii Low-Income Renter Credit