

TAX PREPARATION CHECKLIST

Prepare Your Documents for the 2025 Tax Season

1. PERSONAL INFORMATION

Bring all documents below

Valid picture ID. Original only. No Photocopies.

Taxpayer Identification Number: Social Security Card, Social Security Number verification letter, or Individual Taxpayer Identification Number (ITIN)

2. PROOF OF INCOME

Bring all documents that apply

- W-2s for all jobs last year
- **1099**s for any other income received last year including unemployment income
- Statements for prizes, scholarships/fellowships, or lottery/gambling winnings

3. PROOF OF HEALTH INSURANCE

Bring all documents that apply

- **1095 A** and California Health Insurance Marketplace Statement, if you had coverage through the Marketplace (Covered California)
- 1095-B or 1095-C if you had other kinds of insurance or coverage

4. ADDITIONAL ITEMS

Bring **all** documents that apply

- Checking and savings account information to have your refund directly deposited
- **Tax return from last year,** if available
- Child care expenses: provider's address, phone #, and federal tax ID #
- Homeowners: 1098 mortgage statement and property tax bill
- **Education:** 1098-T college tuition and 1098-E student loan statements
 - Alimony paid or received if your divorce was finalized before 2018
 - Notices: IRS, state tax, Health Insurance Marketplace, or anything that says "IMPORTANT TAX DOCUMENT"

Ready to file? Call 2-1-1 to make an appointment with an IRS Certified volunteer tax preparer at a location near you.







