

Grant Tax “Personal” Check List

**Not all documents will be applicable to every person.

PERSONAL INFORMATION:

- Social Security Number
- Spouse’s Social Security Number
- Driver’s License or other State ID

DEPENDENT INFORMATION:

- Birth Certificate of Dependent
- Childcare records (if applicable)
- Income of other adults in your home (if applicable)
- Form 8332 (if applicable)

SOURCES OF INCOME:

- W-2 for Employment
- 1099-G for Unemployment

RETIREMENT INCOME:

- Pensions/IRA/Annuity incomes (1099-R)
- Social security/RRB income (1099-SSA, RRB-1099)

SAVINGS/INVESTMENTS/DIVIDENDS:

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Records of cost or other basis in property sold (if not already on other 1099s)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Expenses related to investments

- Estimated tax payments made (1040-ES)

FOR RENTAL INCOME:

- Records of income and expenses
- Rental Asset Information for depreciation
- Estimated tax payments (Form 1040-ES)

OTHER INCOME & LOSSES:

- Gambling income (W-2G)
- Jury duty records
- Hobby income/expenses. Prizes/Awards
- Trusts
- Royalties and other received(1099-Misc.)
- Alimony records with ex’ name/SSN

HOME OWNERSHIP:

- Forms 1098 or mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements
- All other 1098 series forms

CHARITABLE DONATIONS:

- Cash amounts donated
- Records of non-cash charitable donations
- Miles driven for charitable/medical purposes

MEDICAL EXPENSES:

- Amounts privately paid for healthcare insurance and to doctors, dentists, and hospitals

HEALTH INSURANCE:

- Form 1095-A if through the Marketplace
- Form 1095-B and/or 1095-C if through sources outside the Marketplace

CHILDCARE EXPENSES:

- Fees paid to day care center or family day care for care of an infant/preschooler
- Wages paid to a baby-sitter

EDUCATIONAL EXPENSES:

- Forms 1098-T from your school

- Receipts that itemize educational expenses
- Records of any scholarships or fellowships
- Form 1098-e student loan interests

STATE & LOCAL TAXES:

- State/local income tax paid (Non-withheld)
- Invoice showing vehicle sales tax paid

RETIREMENT/OTHER SAVING:

- Form 5498-SA showing HAS contributions
- Form 5498 Showing IRA contributions
- All other 549 series forms

SC I385 MOTOR FUEL INCOME TAX CREDIT:

- Resident of SC
- Eligible Vehicle
- Vehicle Registered in SC
- Vehicle anything other than a car, van or truck
- Records of vehicle preventative maintenance costs in SC
- Records for number of gallons of fuel purchased in SC
- Registered Name, Make, Model, Year, Tag number
- If Truck, is empty weight less than 9,000 lbs
- If Truck, is gross weight less than 11,000 lbs
- Is vehicle Registered in name of Proprietorship/LLC?
- Did the vehicle replace a Trade-in or totaled vehicle?
- Summarize Cost for Tires, Oil changes, Regular Maintenance, Other
- Number of gallons purchased in SC