

TAXES

Tax season *readiness* checklist

Tax season doesn't have to feel overwhelming. A little preparation now can make filing smoother and help you avoid surprises later. Use this checklist to gather what you need and take a fresh look at your withholding and estimated payments before deadlines approach.



Income records

- ☐ W-2s from employers
- ☐ 1099 forms (NEC, MISC, INT, DIV, B, R, SSA, G)
- ☐ Social Security benefit statements
- ☐ Pension or annuity income statements
- ☐ Rental income records
- ☐ Business or side-income reports

Investments and savings

- ☐ Brokerage statements showing interest, dividends, and capital gains
- ☐ Records of stock sales or crypto transactions
- ☐ Cost basis information, if applicable

Adjustments and deductions

- ☐ IRA, HSA, or other retirement contribution records
- ☐ Student loan interest statements
- ☐ Educator expenses
- ☐ Alimony paid (for qualifying agreements)

Itemized deduction support **IF APPLICABLE**

- ☐ Mortgage interest statements (Form 1098)
- ☐ Property tax and state/local tax payments
- ☐ Charitable donation receipts
- ☐ Medical expenses that exceed applicable thresholds

Credits and personal information

- ☐ Childcare expense records
- ☐ Education expenses and tuition statements (Form 1098-T)
- ☐ Social Security numbers for all dependents
- ☐ Prior-year tax return (helpful for reference)

Business owners and self-employed income

- ☐ Profit and loss statements
- ☐ Business expense receipts
- ☐ Mileage logs or vehicle expense records
- ☐ Home office documentation, if applicable
- ☐ Quarterly estimated tax payment confirmations

Review your withholding

- ☐ Has your income changed recently?
- ☐ Did you start or stop a job, receive a raise, or retire?
- ☐ Did you add investment, rental, or side income?

Check estimated tax payments

- ☐ Self-employed individuals and retirees often rely on quarterly payments
- ☐ Missed or underestimated payments can lead to penalties
- ☐ Adjustments may be needed if your income has increased or decreased

Setting yourself up for a smoother year

Taxes aren't just about what happened last year — they're also about staying aligned with what's happening now. Gathering documents early and reviewing your withholding or estimated payments can help reduce stress and support better financial decisions throughout the year.

YOUR NEXT STEP

See how taxes fit your retirement plan

Answer a few questions about your timeline, savings, and goals — it takes about three minutes. No pressure, and you decide if and when to talk.

retireright.com/retirement-priorities-assessment