Edwards Group CPAs S.C.

INDIVIDUAL INCOME TAX DOCUMENT CHECKLIST | 2026 TAX YEAR

Please check the items that apply to you and provide the corresponding documents. You do not need every item on this list. Include documents for both spouses if filing jointly.

Client name(s):

Tax year:

Personal Information & Changes

- [ ] New clients: prior-year federal and state tax returns, if available
- [ ] Names, Social Security numbers and dates of birth for new household members or dependents (provide sensitive details securely)
- [ ] Current address, phone number and email; changes in marital status, dependents or residency
- [ ] Bank routing and account numbers for direct deposit or electronic tax payments (provide securely)
- [ ] IRS or state tax notices received; Identity Protection PIN (IP PIN) letters, if applicable

Income & Retirement

- [ ] Forms W-2 from every employer; unemployment compensation (1099-G)
- [ ] Interest and dividends (1099-INT, 1099-DIV), brokerage sales (1099-B) and year-end investment statements
- [ ] Retirement distributions (1099-R), Social Security benefits (SSA-1099), pensions and annuities
- [ ] Self-employment, side jobs or gig work (1099-NEC, 1099-K, cash income and expense records)
- [ ] Partnership, S corporation, estate or trust Schedules K-1
- [ ] Rental income and expenses; property purchases, improvements or sales
- [ ] Other income: gambling winnings (W-2G), prizes, alimony received where taxable, digital asset transactions
- [ ] For digital assets: exchange statements and records of purchases, sales, transfers and cost basis

Deductions & Payments

- [ ] Mortgage interest (1098), real estate tax bills and records of property taxes paid
- [ ] Charitable donations: cash receipts, noncash donation records and acknowledgments
- [ ] Medical and dental expenses, health insurance premiums and long-term care premiums (if applicable)
- [ ] Student loan interest (1098-E); tuition statements (1098-T) and education expenses
- [ ] Childcare provider name, address, tax ID and amounts paid; dependent care benefits
- [ ] HSA forms (1099-SA, 5498-SA) and contribution/distribution records
- [ ] Federal and state estimated tax payments: dates and amounts; prior-year overpayment applied

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TAX DOCUMENT CHECKLIST | CONTINUED

Family, Education & Home

- Dependents: childcare expenses, college enrollment and any changes in living arrangements
- Education savings account or 529 plan distributions (1099-Q) and qualified expense records
- Home energy improvements or solar installations: invoices, manufacturer information and installation dates
- Home purchase or sale closing statements; records of major improvements
- Marketplace health insurance Form 1095-A, if applicable

2026 Tax-Law-Related Items

- Qualified overtime compensation: employer statements or payroll records identifying eligible overtime premium pay
- Qualified tips: employer statements and records supporting potentially eligible tips
- Interest paid on a potentially qualifying new personal vehicle loan: lender statement, purchase documents and vehicle VIN
- Charitable cash contributions even if you do not itemize (keep donation records)
- Any other major changes in income, deductions, retirement or business activity

Wisconsin-Specific Items

- Wisconsin property tax bill and payment information, if applicable
- Rent certificate completed by landlord, if claiming an eligible Wisconsin credit
- Wisconsin retirement income information and supporting 1099-R forms
- Income and withholding from other states; dates of moves or part-year residency
- Wisconsin estimated tax payments and Wisconsin tax notices

Business / Rental Owners — Additional Records

- Annual income and expense summary; bookkeeping or accounting reports
- Business mileage log, vehicle expenses and asset purchase/disposal records
- Payroll reports, contractor payments, business insurance and retirement plan contributions
- Inventory records, business loan interest, equipment purchases and major repairs
- Rental property income, expenses, mortgage statements and improvements

Before You Submit

- Check for missing or corrected forms; send additional documents as they arrive
- Tell us about any major life events, inheritances, property transactions or business changes
- Keep original records unless our office instructs otherwise; retain copies for your files

Submitting documents: Deliver paperwork to our office or use the secure client portal linked on our website. Please do not send Social Security numbers, bank details or tax forms through ordinary email.

Questions? Contact Edwards Group CPAs S.C. This is a general checklist; additional information may be requested based on your circumstances.

QUESTIONS OR MISSING DOCUMENTS