TECH WORLD TAX

Tax Prep Checklist

For 2025 returns filed in 2026 + records to begin tracking for 2026 planning

Use this as a document-gathering guide. Your exact return may require more or fewer records. Do not email Social Security numbers, bank details, W-2s, 1099s, or tax-return images through the public contact form; use the designated client portal.

1. Start with the core records

IDENTITY & PRIOR RETURN

[ ] Prior-year federal and state tax returns (if available)

[ ] Government-issued photo ID for adult taxpayer(s)

[ ] Social Security / ITIN information for taxpayer, spouse, and dependents

[ ] Current mailing address and contact information

[ ] IRS Identity Protection PIN (IP PIN), if issued

INCOME DOCUMENTS

[ ] All Forms W-2 from employers

[ ] Forms 1099-NEC / 1099-MISC and other contractor income records

[ ] Forms 1099-INT / 1099-DIV / 1099-B for investments

[ ] Forms 1099-R and SSA-1099 for retirement / Social Security

[ ] Unemployment, rental, royalty, K-1, prize, or other income records

[ ] Digital asset / brokerage transaction reports when applicable

2. Family, health, education & home records

FAMILY & DEPENDENTS

[ ] Dependent names, dates of birth, tax IDs, and residency information

[ ] Childcare provider name, address, and EIN / SSN when claiming eligible care expenses

[ ] Adoption documentation if applicable

[ ] Custody / release documentation when dependency rules may be shared or disputed

HEALTH & EDUCATION

[ ] Form 1095-A for Marketplace health insurance (if received)

[ ] HSA Forms 1099-SA / 5498-SA and contribution records

[ ] Form 1098-T and qualified education expense records

[ ] Form 1098-E for student loan interest

[ ] Scholarship / grant information when relevant

HOME, ITEMIZED DEDUCTIONS & CREDITS

[ ] Mortgage interest statement (Form 1098)

[ ] Real estate tax and state/local tax records

[ ] Charitable contribution receipts and written acknowledgments

[ ] Qualified medical expense records if potentially itemizing

[ ] 2025 home-energy or clean-vehicle credit documentation, when applicable

For 2025 returns, the federal SALT deduction limit is generally $40,000 ($20,000 MFS), subject to income-based reduction rules. Eligibility and substantiation still matter.

3. Newer 2025 deductions: gather the support before filing

Several deductions that began in 2025 are reported through Schedule 1-A and have detailed eligibility limits. Gather supporting records rather than assuming a label like "no tax" means the full income amount disappears from tax.

QUALIFIED TIPS

[ ] Employer / payer statements and year-end earnings records

[ ] Your own records supporting qualified tip amounts when forms do not separately identify them

[ ] Occupation and work details needed to confirm eligibility

The federal deduction can be up to $25,000, subject to eligibility rules and income phaseouts.

QUALIFIED OVERTIME

[ ] Pay stubs or payroll detail showing regular rate and overtime components

[ ] Year-end wage statements and employer records

[ ] Records supporting the qualifying overtime premium amount

The federal deduction generally applies to the qualified overtime premium, not all overtime wages, and is capped / phased out.

QUALIFIED PASSENGER VEHICLE LOAN INTEREST

[ ] Lender statement showing qualified interest paid

[ ] Vehicle identification number (VIN) and purchase details

[ ] Loan origination documents (loan must meet applicable requirements)

[ ] Documentation supporting final assembly in the United States

The federal deduction can be up to $10,000 annually for eligible interest, subject to requirements and income phaseouts. Leases do not qualify.

ENHANCED SENIOR DEDUCTION

[ ] Date of birth for each potentially eligible taxpayer

[ ] Social Security number information already used for the return

[ ] Income records needed to determine the phaseout

For 2025-2028, an additional federal deduction of up to $6,000 per eligible individual age 65 or older may apply, subject to phaseout rules.

4. Self-employed, gig-work & small-business records

BUSINESS INCOME & EXPENSES

[ ] Complete income log, platform statements, invoices, and 1099 forms

[ ] Bank / payment-processor statements used to reconcile gross receipts

[ ] Receipts and records for advertising, software, supplies, insurance, professional fees, and other business costs

[ ] Home-office measurements and expense records if claiming an eligible home-office deduction

[ ] Business asset purchase details (date, cost, business use, financing)

[ ] Health insurance and retirement contribution records if relevant to self-employment deductions

A Form 1099-K is not the same as taxable profit. The current TPSO federal reporting threshold generally uses both the over-$20,000 and over-200-transaction tests, but taxable business income must still be reported even if no form is issued.

VEHICLE & MILEAGE RECORDS

[ ] Beginning and ending odometer readings for the business-use period

[ ] Dated mileage log with destination / business purpose

[ ] Parking and toll records when separately deductible

[ ] Vehicle purchase / lease and actual-expense records if using an actual-cost method

2025 business standard mileage rate: 70 cents/mile. 2026 business rate: 72.5 cents/mile Jan. 1-Jun. 30, then 76 cents/mile Jul. 1-Dec. 31. Keep dated records because 2026 uses two rates.

5. Payments, refunds & notices

TAX PAYMENTS

[ ] Federal estimated-tax payment confirmations

[ ] Virginia estimated-tax payment confirmations

[ ] Extension payments and prior balance-due payments

[ ] Prior-year overpayment applied to the current year, if any

IRS / STATE CORRESPONDENCE

[ ] Any IRS or Virginia Tax notice received during the year

[ ] Identity-verification letters or refund-hold correspondence

[ ] Amended-return documentation when applicable

[ ] Records of prior payment plans or agency adjustments

6. 2026 planning & handoff checklist

BEGIN TRACKING NOW

- [ ] 2026 estimated federal tax payments: Apr. 15, Jun. 15, Sep. 15, 2026, and Jan. 15, 2027 (general calendar-year schedule)
- [ ] 2026 Virginia individual estimated payments: May 1, Jun. 15, Sep. 15, 2026, and Jan. 15, 2027 (general schedule)
- [ ] Mileage separated before and after Jul. 1, 2026 because the federal business rate changed mid-year
- [ ] Receipts / payroll support for any qualified tips or overtime deduction you may claim
- [ ] Qualified vehicle-loan-interest records if applicable
- [ ] Life changes: marriage, divorce, new dependent, move, new business, retirement, education, health-insurance change, large investment sale

Before you upload: Make sure every tax form is complete and readable. Include all pages. If a document was corrected, label or upload the corrected version so it is not confused with the original.

Privacy: The Tech World Tax public contact form is for general inquiries only. Sensitive tax documents belong in the designated client portal or another specifically approved secure workflow.

7. Questions or unusual items to discuss

FLAG BEFORE FILING

- [ ] Income received that is not shown on a tax form, or a form that does not match your records
- [ ] A move, marriage, divorce, new dependent, retirement, business start/closure, or other major life change
- [ ] Sale of a home, business interest, stock, digital asset, or other property
- [ ] Work or income in more than one state, foreign income/accounts, or a new residency issue
- [ ] IRS or Virginia notice, identity-verification request, prior-year issue, or amended return

PREPARER NOTES / QUESTIONS

This checklist is general educational and preparation guidance. Tax treatment depends on the facts of the return, and rules can change. Official source links are maintained at techworldtax.com/resources.html.