

PLANNING TEMPLATE · TAXES

Annual Tax Document Organizer

Checklist and filing system to organize tax documents and maximize deductions.

- Income document checklist
- Deduction document tracker
- Estimated payment log
- Important deadline reminders
- Document storage system
- Year-over-year comparison

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How to use

1. Check off documents as you receive them
2. Store documents in designated folders
3. Track estimated tax payments made
4. Review potential deductions before filing
5. Compare with previous years for completeness

Income documents

- ☐ W-2s from every employer
- ☐ 1099-NEC / 1099-K (self-employment and gig income)
- ☐ 1099-INT and 1099-DIV (interest and dividends)
- ☐ 1099-B (investment sales)
- ☐ 1099-R (retirement distributions)
- ☐ SSA-1099 (Social Security)
- ☐ K-1s (partnerships, S-corps, trusts)
- ☐ Rental income and expense records
- ☐ Unemployment (1099-G)

Deduction and credit documents

- ☐ 1098 mortgage interest statement
- ☐ Property tax bills
- ☐ Charitable donation receipts
- ☐ 1098-E student loan interest
- ☐ 1098-T tuition statement
- ☐ Childcare provider names, tax IDs and amounts
- ☐ HSA contributions (5498-SA) and distributions (1099-SA)
- ☐ IRA contributions (5498)
- ☐ Medical expense receipts (if itemizing)

☐ Business expense records

Estimated payment log

Quarter	Due date	Amount	Date paid	Confirmation #

Prior-year reference

Item	Amount / note