



## WORKSHEET:

# Tax Document Checklist<sup>1</sup>

Stay organized for tax time by collecting all relevant documents and maintaining the following schedule.

Recommended Timing	Document	Checklist
End of January	<b>Form W-2:</b> Wage and Tax Statement Income from employers	<input type="checkbox"/>
	<b>Form 1099-NEC:</b> Nonemployee Compensation Income if you are self-employed or worked as an independent contractor, and a business entity paid you \$600 or more in 2023	<input type="checkbox"/>
	<b>Form 1099-B:</b> Proceeds from broker and barter exchange transactions	<input type="checkbox"/>
	<b>Form 1099-G:</b> Certain Government Payments State and local income tax refunds and/or state unemployment benefits	<input type="checkbox"/>
	<b>Form 1099-R:</b> Distributions from pensions, annuities, retirement or profit-sharing plans, IRAs, insurance contracts, etc.	<input type="checkbox"/>
	<b>Form 1099-S:</b> Proceeds from Real Estate Transactions Income from the sale of property (e.g., original cost, cost of improvements)	<input type="checkbox"/>
	<b>Form SSA-1099:</b> Social security benefit statement	<input type="checkbox"/>
	<b>Form 1098-T:</b> Tuition statement from an educational institution	<input type="checkbox"/>
Mid February	<b>Form 1099-DIV, Form 1099-INT:</b> Dividends, distributions or interest received	<input type="checkbox"/>
Mid March	<b>K-3s from Partnerships (e.g., MLPs) and Stock Option Information (e.g., Forms 3921 and 3922):</b> Annual report of a partner's share of the partnership's income, deductions, credits, etc., and information relating to incentive stock option exercises and purchases under a qualified employee stock purchase plan	<input type="checkbox"/>
Prior to Filing	<b>Charitable donations and Donor Advised Fund (DAF) contributions</b>	<input type="checkbox"/>
	Business expense records (e.g., receipts, credit card statements)	<input type="checkbox"/>
	<b>Home size, office size, home expenses, and office expenses</b> (among other criteria) if you utilized your home for business purposes and are eligible to apply for the home office expense deduction.*	<input type="checkbox"/>
	<i>*Note: There are restrictions regarding who can claim the home office deduction. Employees who receive a paycheck or a Form W-2 exclusively from an employer and have been working from home due to COVID are generally not entitled to claim an itemized deduction for home office expenses</i>	

<sup>1</sup>Certain information reporting forms are listed, but many others could be applicable. Consult with your tax advisor to ensure that you have all relevant forms. <https://www.morganstanley.com/content/dam/msdotcom/en/themes/tax/client-tax-2021-checklist.pdf>

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