

# TAX FORM TRACKER



Income and tax documents are a mix of paper and electronic documents.

Create a paper folder titled “Tax Year XXXX Docs” for the hard copies and scan all the paper forms.

Create an electronic “Tax Year XXXX Docs” folder for all the e-forms and pdfs of scanned documents.

Create a tracker for each EIN or tax ID.

*Employer ID number (EIN) may be taxpayer id number (TIN) or social security number.*

TAX DOCUMENT	ISSUER	ACCOUNT #	TAX FORM	DATE ARRIVED
HEALTHCARE			1095C	
REGULAR INCOME			W-2 or 1099-NEC	
REGULAR INCOME			W-2 or 1099-NEC	
<b>INCOME FROM VENMO OR PYPAL</b> irs.gov/businesses/ understanding-your-form-1099-k			1099-K	
<b>SOCIAL SECURITY</b>			SSA-1099	
<b>SAVINGS INTEREST</b>			1099-INT	
<b>PENSION</b>			1099-R	
<b>ORDINARY DIVIDENDS</b> Taxed as ordinary income.			1099-DIV	
<b>QUALIFIED DIVIDENDS</b> Taxed as long-term capital gains			1099-DIV	
<b>K-1</b> Report their earnings, losses, and dividends.			K-1	
<b>401(K) IRA DISTRIBUTIONS</b> Taxed as ordinary income.			1099-R	
<b>401(K) /IRA QUALIFIED CHARITABLE DISTRIBUTION (QCD)</b> otherwise taxable distribution from an IRA (other than an ongoing SEP or SIMPLE IRA) owned by an individual who is age 73 or over that is paid directly from the IRA to a qualified charity 501(c)(3).			RECEIPT FROM EACH CHARITY THAT RECEIVED DIRECT DONATION	QCD CURRENT LIMIT IS \$108K/ TAXPAYER
<b>DISTRIBUTION FROM INHERITED 401(K) /IRA</b> Taxed as ordinary income. Not eligible for QCD.			1099-R	
<b>BROKERAGE ACCT</b>			1099-DIV or	
<b>DIVIDENDS + INTEREST GREATER THAN \$1500</b>			Schedule B	
<b>ANNUITY DISTRIBUTIONS</b> Taxed as ordinary income.			1099-INT	
<b>SALE OF PROPERTY RECEIPT - CAPITAL GAINS</b> Taxed at a lower rate, varies 0-20%			1099-S	
<b>TAX ORGANIZER</b>			ORGANIZER	
<b>INSURANCE</b> Generally not taxable			INSURANCE STATEMENT	
<b>MORTGAGE INTEREST PAID</b>			1098	NOT INCOME