

## Keeping Tax Records Proving Income and Expense

FOR items concerning your.....	KEEP as basic records....
Income	<ul style="list-style-type: none"> <li>• Form(s) W-2</li> <li>• Form(s) 1099</li> <li>• Bank Statements (all accounts)</li> <li>• Brokerage Statements (all accounts)</li> <li>• Forms(s) K-1</li> </ul>
Expenses	<ul style="list-style-type: none"> <li>• Sales slips</li> <li>• Invoices</li> <li>• Receipts</li> <li>• Canceled checks or other proof of payment</li> <li>• Written communications from qualified charities</li> </ul>
Home	<ul style="list-style-type: none"> <li>• Closing statements</li> <li>• Purchase and sales invoices</li> <li>• Proof of payment</li> <li>• Insurance records</li> <li>• Receipts for improvement costs</li> </ul>
Investments	<ul style="list-style-type: none"> <li>• Brokerage Statements (all accounts)</li> <li>• Mutual fund statements</li> <li>• Forms(s) 1099</li> <li>• Forms(s) 2439</li> </ul>

IF payment is by ....	THEN the statement (or proof of payment) must show the
Cash	<ul style="list-style-type: none"> <li>• Amount</li> <li>• Payee's name</li> <li>• Transaction date</li> </ul>
Check	<ul style="list-style-type: none"> <li>• Check number</li> <li>• Amount</li> <li>• Payee's name</li> <li>• Date the check amount was posted to the account by the financial institution</li> </ul>
Debit or credit card	<ul style="list-style-type: none"> <li>• Amount charged</li> <li>• Payee's name</li> <li>• Transaction date</li> </ul>
Electronic funds transfer	<ul style="list-style-type: none"> <li>• Amount transferred</li> <li>• Payee's name</li> <li>• Date the transfer was posted to the account by the financial institution</li> </ul>
Payroll deduction	<ul style="list-style-type: none"> <li>• Amount</li> <li>• Payee code</li> <li>• Transaction date</li> </ul>