

TAX FORM CHECKLIST

The Tax Office will no longer accept returns without all necessary documents at time of drop off/filing.

- Proof of home ownership if your name is not the listed name on the county auditor’s website**
- Pages 1 and 2 of the Federal 1040**
- W-2 Forms**

If there is a value on Page 2, line 1 of the Federal 1040, W-2 Forms are required. The sum of the forms should total the value in this field.

Form 1040 (2018)						Page <b>2</b>
	<b>1</b>	Wages, salaries, tips, etc. Attach Form(s) W-2 . . . . .		<b>1</b>		
Attach Form(s) W-2. Also attach	<b>2a</b>	Tax-exempt interest . . . . .	<b>2a</b>		<b>b</b> Taxable interest . . . . .	<b>2b</b>
	<b>3a</b>	Qualified dividends . . . . .	<b>3a</b>		<b>b</b> Ordinary dividends . . . . .	<b>3b</b>

- Schedule 1**

If there is a value on page 2, line 6 of the Federal 1040 (the yellow highlighted section below) then the Schedule 1 is required.

Form 1040 (2018)						Page <b>2</b>
	<b>1</b>	Wages, salaries, tips, etc. Attach Form(s) W-2 . . . . .		<b>1</b>		
Attach Form(s) W-2. Also attach Form(s) W-2G and 1099-R if tax was withheld.	<b>2a</b>	Tax-exempt interest . . . . .	<b>2a</b>		<b>b</b> Taxable interest . . . . .	<b>2b</b>
	<b>3a</b>	Qualified dividends . . . . .	<b>3a</b>		<b>b</b> Ordinary dividends . . . . .	<b>3b</b>
	<b>4a</b>	IRAs, pensions, and annuities . . . . .	<b>4a</b>		<b>b</b> Taxable amount . . . . .	<b>4b</b>
	<b>5a</b>	Social security benefits . . . . .	<b>5a</b>		<b>b</b> Taxable amount . . . . .	<b>5b</b>
	<b>6</b>	Total income. Add lines 1 through 5. Add any amount from Schedule 1, line 22 . . . . .			<b>6</b>	

The following documents only apply if the individual filing had a Schedule 1.

- Schedule C (Only if there was a Schedule 1)**

If there is a value on line 12 of the Schedule 1 (the yellow highlighted section below), then a Schedule C is required.

SCHEDULE 1 (Form 1040)	Additional Income and Adjustments to Income			OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	▶ Attach to Form 1040. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.			2018
Name(s) shown on Form 1040				Your social security number
Additional Income	1-9b	Reserved . . . . .	1-9b	
	<b>10</b>	Taxable refunds, credits, or offsets of state and local income taxes . . . . .	<b>10</b>	
	<b>11</b>	Alimony received . . . . .	<b>11</b>	
	<b>12</b>	Business income or (loss). Attach Schedule C or C-EZ . . . . .	<b>12</b>	

- Schedule E (Only if there was a Schedule 1)**

If there is a value on line 17 of the Schedule 1 (the yellow highlighted section below), then a Schedule E is required.

TAX FORM CHECKLIST

<b>SCHEDULE 1</b> (Form 1040)  Department of the Treasury Internal Revenue Service	<b>Additional Income and Adjustments to Income</b>  ▶ Attach to Form 1040. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.		OMB No. 1545-0074  <b>2018</b> Attachment Sequence No. <b>01</b>	
	Name(s) shown on Form 1040		Your social security number	
<b>Additional Income</b>	<b>1-9b</b>	Reserved . . . . .	<b>1-9b</b>	
	<b>10</b>	Taxable refunds, credits, or offsets of state and local income taxes . . . . .	<b>10</b>	
	<b>11</b>	Alimony received . . . . .	<b>11</b>	
	<b>12</b>	Business income or (loss). Attach Schedule C or C-EZ . . . . .	<b>12</b>	
	<b>13</b>	Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶ <input type="checkbox"/>	<b>13</b>	
	<b>14</b>	Other gains or (losses). Attach Form 4797 . . . . .	<b>14</b>	
	<b>15a</b>	Reserved . . . . .	<b>15b</b>	
	<b>16a</b>	Reserved . . . . .	<b>16b</b>	
	<b>17</b>	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . .	<b>17</b>	

- Schedule F (Only if there was a Schedule 1)**

<b>SCHEDULE 1</b> (Form 1040)  Department of the Treasury Internal Revenue Service	<b>Additional Income and Adjustments to Income</b>  ▶ Attach to Form 1040. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.		OMB No. 1545-0074  <b>2018</b> Attachment Sequence No. <b>01</b>	
	Name(s) shown on Form 1040		Your social security number	
<b>Additional Income</b>	<b>1-9b</b>	Reserved . . . . .	<b>1-9b</b>	
	<b>10</b>	Taxable refunds, credits, or offsets of state and local income taxes . . . . .	<b>10</b>	
	<b>11</b>	Alimony received . . . . .	<b>11</b>	
	<b>12</b>	Business income or (loss). Attach Schedule C or C-EZ . . . . .	<b>12</b>	
	<b>13</b>	Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶ <input type="checkbox"/>	<b>13</b>	
	<b>14</b>	Other gains or (losses). Attach Form 4797 . . . . .	<b>14</b>	
	<b>15a</b>	Reserved . . . . .	<b>15b</b>	
	<b>16a</b>	Reserved . . . . .	<b>16b</b>	
	<b>17</b>	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . .	<b>17</b>	
	<b>18</b>	Farm income or (loss). Attach Schedule F . . . . .	<b>18</b>	

- Other Income (Only if there was a Schedule 1)**

If there is a value on line 21 of the Schedule 1 (the yellow highlighted section below), then a W2G, K-1, 1099, or any combination of the three is required. The type of income should be listed in the blank field. If not, please inquire about the type of income. If gambling, a W2G is required. If miscellaneous income, a 1099M is required.

<b>SCHEDULE 1</b> (Form 1040)  Department of the Treasury Internal Revenue Service	<b>Additional Income and Adjustments to Income</b>  ▶ Attach to Form 1040. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.		OMB No. 1545-0074  <b>2018</b> Attachment Sequence No. <b>01</b>	
	Name(s) shown on Form 1040		Your social security number	
<b>Additional Income</b>	<b>1-9b</b>	Reserved . . . . .	<b>1-9b</b>	
	<b>10</b>	Taxable refunds, credits, or offsets of state and local income taxes . . . . .	<b>10</b>	
	<b>11</b>	Alimony received . . . . .	<b>11</b>	
	<b>12</b>	Business income or (loss). Attach Schedule C or C-EZ . . . . .	<b>12</b>	
	<b>13</b>	Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶ <input type="checkbox"/>	<b>13</b>	
	<b>14</b>	Other gains or (losses). Attach Form 4797 . . . . .	<b>14</b>	
	<b>15a</b>	Reserved . . . . .	<b>15b</b>	
	<b>16a</b>	Reserved . . . . .	<b>16b</b>	
	<b>17</b>	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . .	<b>17</b>	
	<b>18</b>	Farm income or (loss). Attach Schedule F . . . . .	<b>18</b>	
	<b>19</b>	Unemployment compensation . . . . .	<b>19</b>	
	<b>20a</b>	Reserved . . . . .	<b>20b</b>	
<b>21</b>	Other income. List type and amount ▶	<b>21</b>		