



2026 Tax Season Survival Guide

WALLETKEEPING



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Hey, I'm Sara!

I'm here to help you have a stress-free tax season, and it all starts with being organized!

In this guide, you'll find a customizable personal tax organizer you can use to check off documents as you receive them, jot down notes for your accountant, and ignore anything that doesn't apply to you!

Whether your tax situation is relatively simple or it includes lots of investments, different credits, rental income, or other streams of income, this organizer walks you through what to prepare so you're not left wondering, "Am I missing something?" on April 15th!

Disclaimer: This guide is for educational purposes only and does not constitute tax, legal, or financial advice. Consult your qualified tax accountant.

Personal Information

- ☐ Your Full Legal Name _____
- ☐ Your SSN or ITIN / DOB _____ / _____
- ☐ Your Spouse's Full Legal Name _____
- ☐ Spouse SSN or ITIN / DOB _____ / _____
- ☐ Your Occupation / Spouse's Occupation _____ / _____
- ☐ Dependent SSN or ITIN / DOB _____ / _____
- ☐ Dependent SSN or ITIN / DOB _____ / _____
- ☐ Dependent SSN or ITIN / DOB _____ / _____
- ☐ Identity Protection PIN(s) _____
- ☐ Mailing Address _____
- ☐ Filing Status (circle one): Single / MFJ / MFS / HOH / QSS

Key Tax Questions

	Yes	No
At any time during 2025, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?	☐	☐

Did you have any foreign bank accounts, financial assets, or receive income from foreign sources at any point in 2025?	☐	☐
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Did you experience any of the following in 2025? Check all that apply.

- ☐ Marriage or divorce
- ☐ Birth or adoption of a child
- ☐ Death of a spouse or dependent
- ☐ Change in home address
- ☐ Started or closed a business

Income Documents

Form W-2	Received	N/A	Amount
Company _____	☐	☐	_____
Company _____	☐	☐	_____

Schedule C - Business	P&L Ready	N/A
Legal Name / EIN _____	☐	☐
Legal Name / EIN _____	☐	☐
Legal Name / EIN _____	☐	☐

Form 1099-NEC / MISC / K	Received	N/A	Amount
Payor _____	☐	☐	_____
Payor _____	☐	☐	_____
Payor _____	☐	☐	_____

Form 1099-INT	Received	N/A	Amount
Payor _____	☐	☐	_____
Payor _____	☐	☐	_____

Form 1099-DIV	Received	N/A	Amount
Payor _____	☐	☐	_____
Payor _____	☐	☐	_____

Form 1099-B	Received	N/A
Payor _____	☐	☐
Payor _____	☐	☐

Rental Income	P&L Ready	N/A
Address _____	☐	☐
Address _____	☐	☐

Income Documents (cont.)

Schedule K-1s	Received	N/A
Company _____	☐	☐
Company _____	☐	☐
Company _____	☐	☐

Form 1099-R	Received	N/A	Amount
Payor _____	☐	☐	_____
Payor _____	☐	☐	_____

Form SSA-1099	Received	N/A	Amount
Payor _____	☐	☐	_____
Payor _____	☐	☐	_____

Form 1099-G	Received	N/A	Amount
Payor _____	☐	☐	_____
Payor _____	☐	☐	_____

Closing Statement - Sale of Home	Received	N/A
Address _____	☐	☐

Alimony Received (for divorce agreements executed before 2019)	N/A
Amount / Notes _____	☐

Form W2-G	Received	N/A	Amount
Payor _____	☐	☐	_____

Other Income	N/A
Notes _____	☐
Notes _____	☐
Notes _____	☐

Adjustments to Income

HSA Contributions (excluding contributions shown on W-2) N/A

Taxpayer Amount _____ ☐

Spouse Amount _____ ☐

Educator Expenses N/A

Amount _____ ☐

Form 1098-E - Student Loan Interest Statement Received N/A Amount

Payor _____ ☐ ☐ _____

Self-Employed Health Insurance Premiums N/A

Amount _____ ☐

Traditional IRA Contributions N/A

Taxpayer Amount _____ ☐

Spouse Amount _____ ☐

Alimony Paid (for divorce agreements executed before 2019) N/A

Amount _____ ☐

Yes No

Did you or your spouse receive tip income in 2025? ☐ ☐

Did you or your spouse receive overtime pay in 2025? ☐ ☐

Did you or your spouse purchase a new passenger vehicle
(assembled in the US) in 2025 and take out a loan to finance it? ☐ ☐

Itemized Deductions

Qualifying Medical Expenses				N/A
Amount				☐
State and Local Taxes				N/A
State / Property / Local				☐
Form 1098 - Mortgage Interest Paid	Received	N/A	Amount	
Payor	☐	☐		
Charitable Contributions				N/A
Cash / Check Amount				☐
Non-Cash Amount				
Investment Interest Expense Paid				N/A
Amount				☐

Tax Credits

Child and Dependent Care Expenses				N/A
Provider Name / Address				☐
Provider Tax ID / Amount Paid				☐
Form 1098-T - Tuition Statement	Received	N/A	Amount	
Payor	☐	☐		
Energy Efficient Home Improvements	Documented?		N/A	
Notes	☐			
			Yes	No
Did you or your spouse purchase a new or used clean/electric vehicle in 2025?	☐		☐	

Miscellaneous

Federal Estimated Taxes Paid		N/A
Q1 / Q2 / Q3 / Q4 _____/_____/_____/_____		☐
State Estimated Taxes Paid		N/A
Q1 / Q2 / Q3 / Q4 _____/_____/_____/_____		☐
Q1 / Q2 / Q3 / Q4 _____/_____/_____/_____		☐
Business Use of Home	Documented	N/A
Notes _____	☐	☐
Business Mileage Log	Documented	N/A
Notes _____	☐	☐
IRS / State Notices	Received	N/A
Notes _____	☐	☐
Retirement Account Contributions	Documented	N/A
Notes _____	☐	☐
Form 1095-A, -B, or -C	Received	N/A
Notes _____	☐	☐
Household Employee Information	Documented	N/A
Notes _____	☐	☐
Bank Account + Routing Number (if direct depositing)		
Account # / Routing # _____		

This organizer isn't an exhaustive list of every document every taxpayer will need to file their 2025 tax return; be sure to review your specific needs with your tax accountant

Tax Return Due Dates

Form 1040 - Individual Tax Return

April 15th, 2026: File tax return or extension, pay all taxes due.

October 15th, 2026: File extended tax return.

Form 1065 - Partnership Tax Return

March 15th, 2026: File tax return or extension, pay all taxes due.

September 15th, 2026: File extended tax return.

Form 1120 - Corporate Tax Return

April 15th, 2026: File tax return or extension, pay all taxes due.

October 15th, 2026: File extended tax return.

Form 1120-S - S Corporation Tax Return

March 15th, 2026: File tax return or extension, pay all taxes due.

September 15th, 2026: File extended tax return.

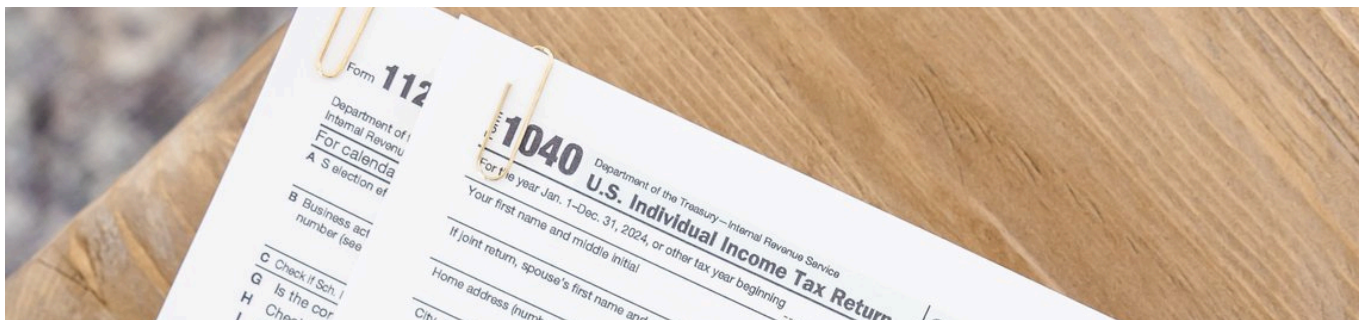
Individual Estimated Taxes

January 15th, 2026: Q4 2025 estimated tax payment due.

April 15th, 2026: Q1 2026 estimated tax payment due.

June 15th, 2026: Q2 2026 estimated tax payment due.

September 15th, 2026: Q3 2026 estimated tax payment due.





Let's Connect!

I'm passionate about helping small business owners make sense of their finances, bringing a level of organization and attention that makes all the difference. I'm here to ensure everything is in order, so you can focus on what you do best.



BOOK A CALL WITH ME



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