

12 COMMON ITEMS MISSING FROM TAX RETURNS

One of the biggest delays in filing your tax return is missing information. Make sure you don't miss some of these commonly overlooked items.

- **Missing your e-file approval.** Without your signature, your tax return cannot be filed.
- **Proof of health insurance.** You must provide a Form 1095 or other proof that you and your dependents had health insurance for the entire year.
- **Missing W-2 or 1099.** Looking at last year's tax return, verify that all prior W-2s and 1099s are received and applied to your return.
- **Incorrect information on a W-2 or 1099.** If you discover errors on your tax forms, you will either have to get the form corrected or delay filing your tax return.
- **Missing or incorrect social security number.** Double-check your social security number on your tax return. If it's incorrect, your e-filed tax return will be rejected.
- **Dependent child already claimed.** Work this out before you file, as your return cannot be filed if a dependent is already claimed on another tax return.
- **Name mismatch.** This situation occurs if you were recently married or divorced. Make sure the name on your tax return matches the one on file with the Social Security Administration.
- **Inconsistent information.** Tax software will check a tax return for inconsistencies. If one occurs, it must be resolved prior to filing your tax return.
- **No information for a common deduction.** If you claim a deduction you may be asked to provide support to document the claim.
- **Missing cost information for transactions.** Brokers will send you a statement of sales transactions. Most of them now include cost information. If they do not, you must provide it. This can create delays if the investment was purchased a long time ago.
- **Missing K-1.** If you are an owner of a partnership, Subchapter S, or LLC, you will need to receive a Schedule K-1 that reports your share of the profit or loss from the business activity.
- **Forms with no explanation.** If you receive a tax form, but have no explanation for the form, questions could arise. For instance, if you receive a retirement account distribution form it may be deemed income. If it is part of a qualified rollover, no tax is due. An explanation is required to file your tax return correctly.