

# Tax Season Quick Reference Guide

## FILING STATUS

Generally, your filing status is based on your **marital status** on the last day of the year.

- **Single** if you're unmarried, divorced or legally separated.
- **Married filing jointly** if you're married or if your spouse passed away during the year.
- **Married filing separately** if you're married and don't want to file jointly or find that filing separately lowers your tax. Most couples save money by filing jointly.
- **Head of household** if you're single and you paid more than half of your living expenses for yourself and a qualifying dependent.
- **Qualifying surviving spouse** if your spouse died during the past 2 years and you have a dependent child.

## COMMON FORMS

### Form W-2: Wage and Tax Statement

Employers must file a Form W-2 for each employee from whom income, social security, or Medicare tax was withheld. Your employer is required to send a copy of the W-2 by January 31. This will show the income you've earned, the amount of taxes withheld from your paycheck, benefits provided and other information for the year.

### Form W-4: Employee's Withholding Certificate

You must complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

### Form 1095-A: Health Insurance Marketplace Statement

If you or anyone in your household enrolled in a health plan through the Health Insurance Marketplace, you'll receive a copy of this form directly from the Marketplace with the dates of coverage, total amount of the monthly premiums for your insurance plan, the second lowest cost silver plan premium that you may use to determine the amount of your premium tax credit, and amounts of advance payments of the premium tax credit. The information on this form is used to calculate the premium tax credit you can claim on your tax return.

### Form 1098: Mortgage Interest Statement

This form is provided to you or can be obtained from your mortgage company to use as documentation when claiming the mortgage interest deduction. You will receive a copy of this form from your lender if you have paid \$600 or more in interest for the year.

### Form 1098-E: Student Loan Interest Statement (Info Copy Only)

The 1098-E tax form reports the amount of interest paid on student loans in a calendar year. Loan servicers send a 1098-E to anyone who pays at least \$600 in student loan interest.

If you have outstanding loans with more than one servicer, you'll receive a 1098-E from each servicer to which you paid at least \$600 in student loan interest. If you didn't pay any servicer at least \$600 interest in a calendar year, you won't receive any 1098-E forms.

This form will either be sent to you or you can download it from the loan servicer's website.

### Form 1098-T: Tuition Statement (Info Copy Only)

Colleges or career schools use this form to report qualified tuition and related education expenses to you and the IRS. This form allows you or parent/guardians to claim these expenses as education related tax credits. You will be provided a copy of this form for your records.

### Form 1099

Form 1099 is a collection of forms used to report payments that typically aren't from an employer. They report different types of income such as payments to independent contractors, gambling winnings, rents, royalties, and more. This form will be sent to you by the entity from which you received the income.

### Form 5498: IRA Contribution Information (Info Copy Only)

When you save for retirement with an individual retirement arrangement (IRA), you probably receive a Form 5498 each year. The institution that manages your IRA is required to report all contributions you make to the account during the tax year on the form. Depending on the type of IRA you have, you may need Form 5498 to report IRA contribution deductions on your tax return.

Your IRA custodian — not you — is required to file this form with the IRS. You do not need to include the form with your tax return. The copy you receive in the mail is for your records.

[Click here](#) for a full list of IRS forms.

*For specific information about tax-related forms and questions, consult your tax advisor.*