

AMERICAN TAX SERVICES

EXPERTS FOR AMERICAN EX-PATS

Required Documents Checklist

Dear Client, we have prepared this guide to help you collect the necessary documents for your US tax return preparation. Below is a structured checklist organized by categories, along with instructions on where to find or request each file.

1. PRIOR TAX RETURNS

Document	Where to Find or Request It
Most Recently Filed US Tax Return (Form 1040)	It is probably in your email history, or you can request it from your previous accountant.
Prior Tax Returns (Form 1040, FBAR / FinCEN 114)	Check your email archives or contact your former tax professional.

2. PERSONAL IDENTIFICATION & SSN

Document	Where to Find or Request It
Social Security Card (SSN)	Your personal records. If you do not know the number, you can check with your parents.
Spouse Social Security Card / SSN Information	Your family's personal records.
Child Social Security Card / SSN	Your family's personal records.

What if your SSN is missing and cannot be found?

If you completely cannot find your SSN, you can email the Federal Benefits Unit in Jerusalem at fbu.jerusalem@ssa.gov to schedule an appointment.

3. EMPLOYMENT INCOME & WAGES

Document	Where to Find or Request It
Form W-2	Provided directly by your US Employer.
Form 106 (or December Tlush Mascoret)	Provided by your Israeli employer. It is likely already in your work email history.

Document	Where to Find or Request It
Other Foreign Employer Documents	Request directly from your foreign employer's HR or payroll department.

4. BUSINESS, INVESTMENTS & BANKING

Document	Where to Find or Request It
Form 1301 / Shumat Mas / Doch Revach V'Hefsed	Obtain this directly from your Israeli accountant.
List of Expenses	Request this from your accountant.
Company Financial Documents (Doch Ksafim / Maazan Bochan)	Official company financial statements and trial balance from your Israeli accountant.
1099 Forms from US Payers / Investment Companies	Download directly from your online accounts or request from the paying companies.
K-1 Forms (USA)	Provided by whoever prepared the partnership or trust return in the US.
Form 867	Download from your Israeli bank's website or mobile app.
Ishur Yitrot	Available via your Israeli bank's online portal.
Bank Statement	Download from your Israeli bank website.
Voided Check or US Bank Account Information	From your US bank's website. We strictly need the ACH routing number and account number.

5. BENEFITS, SUBSIDIES & EDUCATION

Document	Where to Find or Request It
Form 1098-T (or Tuition Receipts)	Obtain from your university or higher education institution portal.
Form 1099-G (US Unemployment)	Download from your state government's unemployment website.
Bituach Leumi Unemployment Statement	Download from the official Bituach Leumi website.
Israeli Reserve Army (Miluim) Income Documents	From the army portal, or sometimes accessible on the Bituach Leumi website.

6. REAL ESTATE TRANSACTIONS

Document	Where to Find or Request It
HUD-1 (from US real estate purchase)	Obtain from your closing agent or settlement lawyer.
HUD-1 (from US real estate sale)	Obtain from your closing agent or settlement lawyer.
Property Manager Statement	Request directly from your property manager.

7. FOR RETIRED CLIENTS

Document	Where to Find or Request It
SSA-1099 / 1099-SSA (US Social Security Benefit)	Mailed to you by the SSA. Alternatively, you can check your bank account statements to get the total annual amount received.
Form 1099-R (US Pension/Retirement Distributions)	Obtain directly from your US investment or insurance company.
Form 106 from Israeli Pension Company	Provided by your Israeli pension company or pension agent. You can also request it from your last employer.
Doch Shnati Mekutzar	Request from your pension agent or pension company.

Guide: How to Obtain Your Israeli Pension Documents

Most clients have dedicated pension agents. Please follow these simple guidelines:

- **If you have a personal pension agent:** Contact them directly, and they will be able to easily pull and send you all the required forms.
- **If you do not have a personal agent:** Contact your current or most recent employer to request the details of the pension company managing your account.
- **Accessing your account online:** You can log in directly to your pension provider's portal (e.g., *Meitav*, *Altschuler Shaham*, *Clal*, *Migdal*, etc.). The easiest approach is to open the **live customer support chat** on their website and ask for your Form 106 and Doch Shnati Mekutzar for the relevant tax year. They can instantly send them to you via chat or email.