

529 withdrawal proof file, per student and year

Open one file per student for each year the plan paid out. Pair every payout with the bills it covered, and keep the file for as long as the return can be checked.

Client or engagement

Plan forms and statements

- ☐ Form 1099-Q from each 529 plan that paid out
Box 1 gross payout, Box 2 earnings, Box 3 basis
- ☐ Payout confirmations for the year
Date, amount and who was paid: owner, student or school
- ☐ Year-end statement of contributions
For a state deduction or credit, by contributor

College costs

- ☐ Form 1098-T from the college
Tuition and scholarships for the calendar year
- ☐ Tuition and fee bills with proof of payment
From the school billing account, each term
- ☐ Receipts for required books, supplies and equipment
With course or term noted
- ☐ Computer, software and internet receipts
Used mainly by the student while enrolled

Housing

- ☐ Dorm contract or school housing bill
Actual charge for school-run housing
- ☐ Off-campus lease and rent receipts
Months of the school year only
- ☐ School's room and board allowance
From the cost of attendance for the student's living setup
- ☐ Proof of at least half-time enrollment
Registrar statement or class schedule

K-12, apprenticeship and loans

- ☐ K-12 tuition bills and curriculum receipts
All plans combined stay under the yearly cap (\$10,000 for 2025, \$20,000 for 2026)

- ☐ Tutoring, test fee and therapy invoices
Provider name, dates and subject or service
- ☐ Apprenticeship program papers
Registration with the Department of Labor, plus fee and tool receipts
- ☐ Student loan statements paid by the plan
Loan holder, borrower and amount paid

Aid, refunds, rollovers and gifts

- ☐ Scholarship and grant award letters
Tax-free aid lowers the costs the plan can cover
- ☐ School refund notices and any redeposit to a 529
Dates of the refund and of the redeposit
- ☐ 529 to Roth IRA transfer confirmation
With the account opening date and contributions by year (the last 5 years do not count)
- ☐ Form 709, if a large gift went into the plan
Includes any five-year election