TAX PREPARATION CHECKLIST

Thank you for choosing to work with my office for your Tax Filing Requirements. The provided Checklist is to help guide you in locating the documents needed for an accurate tax report. If the item listed does not apply to your unique tax situation, please skip past them. If you have any questions along the way, feel free to call or text the office at 833.944.6292.

PERSONAL INFORMATION

☐ Taxpayer #1 Data - Name, Social Security number, D.O.B, Email, Phone number
☐ Taxpayer #2 Data - Name, Social Security number, D.O.B, Email, Phone number
☐ Identity Protection PIN for any household members
☐ Taxpayer #1 or #2 Bank routing and account information
☐ Taxpayer #1 and/or #2 Drivers License/State ID/Passport
☐ Taxpayer #1 or #2 Rental Lease/Utility Bill to confirm Head of Household status if applicable
☐ Dependent(s) Data - Name, Social Security number & image, Birth Certificate, D.O.B, Phone number

Dependent(s) Information

☐ Childcare, school, or shot records for each dependent
☐ Income of Dependents (if applicable)
☐ Form 8332 Release/Revocation of Release of Claim to Exemption for child by custodial parent.

INCOME DOCUMENTATION

Employed/Unemployed

☐ W-2
☐ Unemployment Compensation (1099-G)

Rental Income

☐ Records of income and expenses
☐ Rental asset information (cost, date placed in service, etc.) for depreciation
☐ Record of estimated tax payments made (Form 1040–ES)
☐ Receipts for upgrades and repairs
☐ Receipts for related mileage and other vehicle expenses

Retirement Income

☐ Pension Income /IRA/annuity income (1099-R)
☐ IRA, 401(k) Distribution (1099-R)
☐ Social Security/RRB income (SSA-1099, RRB-1099)
☐ Traditional IRA basis

Savings & Investments or Dividends

☐ Interest, dividend income (1099-INT or substitute)
☐ Dividend income (1099-OID, 1099-DIV or substitute)
☐ Sales of stock or other property (1099-B, 1099-S, or Brokerage Statement)
☐ Expenses related to your investments
☐ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
☐ Sale of a Personal Residence
☐ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
☐ Transactions involving cryptocurrency

Other Income & Losses

☐ Gambling or Lottery Winnings (W-2G or records showing income, as well as expense records)
☐ Trust income
☐ Royalty Income 1099–MISC
☐ Estimated Taxes Paid
☐ Record of alimony paid/received with ex-spouse's name and SSN
☐ State Income Tax Refund
☐ Jury Duty records

DEDUCTION & ADJUSTMENT DOCUMENTATION

Every deduction can be helpful to you tax report. Include as many items as You probably won't need all documents listed below for your return. Check them off as they apply to your tax situation.

Home Ownership

☐ Mortgage Interest Statement
☐ Real Estate and/or Personal Property Taxes
☐ Receipts for energy efficient home improvements (e.g., solar panels)

Charitable Donations

☐ Cash amounts donated to houses of worship, schools, other charitable organizations
☐ Records of non-cash charitable donations
☐ Amounts of miles driven for charitable or medical purposes
☐ Volunteer Expenses

Medical Expenses

☐ Out-of-pocket expenses paid for healthcare and insurance.
☐ Expenses paid doctors, dentists, inpatient/outpatient facilities, and hospitals.

Health Insurance

☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

Childcare Expenses

☐ Childcare expenses paid to childcare provider

☐ Childcare provider - Name, Social Security and/or EIN, and address
☐ Expenses paid through a dependent care flexible spending account at work
☐ Amounts paid to a baby-sitter or provider care of your child under age 13 while you work
☐ Adoption expenses

Educational Expenses

☐ 1098-T from educational institutions
☐ Receipts that itemize qualified educational expenses
☐ Records of any scholarships or fellowships you received
☐ Form 1098-E if you paid student loan interest

K-12 Educator Expenses

☐ Receipts for classroom expenses (for educators in grades K-12)

Retirement & Other Savings

☐ Form 5498-SA showing HSA contributions
☐ Form 5498 showing IRA contributions
☐ All other 5498 series forms (5498-QA, 5498-ESA)

State & Local Taxes

☐ Amount of state and local income or sales tax paid (other than wage withholding)
☐ Invoice showing amount of vehicle sales tax paid and / or personal property tax on vehicles
☐ Gambling Losses
☐ Previous year Tax Preparation expense

Federally Declared Disaster

☐ City/county you lived/worked/had property in
☐ Records to support property losses (appraisal, clean-up costs, etc.)
☐ Records of rebuilding/repair costs
☐ Insurance reimbursements/claims to be paid
☐ FEMA assistance information
☐ Check the FEMA website to see if your county has been declared a federal disaster area

If you received any income outside of what is listed above, you would qualify or Self-Employment even if that venture is a hobby. Please use the checklist on the following page to include any documents that fall in the Contractor/Business Owner category.

SELF-EMPLOYED DOCUMENTATION

☐ Business Name if different
☐ Ownership Acquisition Date and Distribution details
☐ Owner #1 - Name, Social Security number, D.O.B, Email, and Ownership percentage
☐ Owner #2 - Name, Social Security number, D.O.B, Email, and Ownership percentage
☐ Owner #3 - Name, Social Security number, D.O.B, Email, and Ownership percentage
☐ IRS issued Tax ID letter
☐ Secretary of State letter for LLC, Inc, and DBAs.
☐ City license or Resale Certificate
☐ Business checking account/current statement
☐ Previous year completed Tax return

Income

☐ Hobby/Gig Work income
☐1099-NEC and/or 1099-MISC
☐ Merchant Account 1099-K (Including PayPal, Cash App, Venmo, etc.)
☐ Reconstructed Income Document
☐ Profit & Loss Affidavit
☐ Balance Sheet
☐ Journal Entries
☐ Schedule K-1 records to verify amounts not reported on 1099-MISC/NEC
☐ Sale of any Business Assets

Itemized Business Expenses

☐ Business Expense Intake
☐ Check Register and/or Merchant statements
☐ Business Meals
☐ Log of Cancelled checks, Credit card statements, Register Receipts, etc.)
☐ Record of estimated tax payments made (Form 1040–ES)
☐ Travel - Airfare, Taxis, Hotel, AirBnB, etc
☐ Advertising - Digital, Traditional, Promotional, etc.
☐ Professional – Accounting, Legal, Insurance, Permits, Licenses, etc
☐ Bank fees and interest
☐ Rent – Office, Storage, Warehouse, Storage
☐ Office supplies and products
☐ Mileage logs and other vehicle expenses
☐ Business-use asset information (cost, date placed in service, etc.) for depreciation
☐ Home office square footage and/or Offsite Office square footage

If you have any questions or concerns, please contact us immediately.