

TAX CHECKLIST

SOURCES OF INCOME

Employed

- Form(s) W-2**

Unemployed

- Unemployment **Form 1099-G**

Self-Employed

- Form(s) 1099-MISC** and other income not reported on 1099
- Records of Expenses (accounting books and records)
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Home office information, if applicable

DEPENDENT(S) INFORMATION

- Birthdate(s) and SS#s for new children (birth/adoption) or if you are a new client
- Childcare records (including the provider's tax ID #) for care of infant or child outside home
- Income of other adults in your home or supported by you
- Form 8832** showing that the child's custodial parent is **releasing their right to claim a child** to you, the noncustodial parent (if applicable)

RENTAL INCOME

- Records of income (Form 1099) and expenses
- Rental asset information for new purchases (cost, date placed in service, etc.), closing statement from title company for depreciation

RETIREMENT INCOME

- Pension/IRA/Annuity income reported on **Form 1099-R**
- Social Security **Form 1099-SSA**
- IRA or Roth contribution detail

SAVINGS, INVESTMENTS, DIVIDENDS (banks and brokerage)

- Interest, dividend income reported on Form(s) **1099-INT, 1099-OID, and 1099-DIV**

- Income from sales of stock or other property on **Form 1099-B and/or Form 1099-S**
- Dates of acquisition and records of your cost or other basis in property you sold (if the basis is not reported on **Form 1099-B**)
- Crypto currency transactions

OTHER INCOME & LOSSES

- Gambling Income (**Form W-2G**)
- Alimony paid/received with ex-spouse's name & SSN
- Schedule K-1(s)** issued
- Form 1099-G** State Refunds
- Prizes & Awards
- Royalty Income (**1099-MISC**)

TYPES OF DEDUCTIONS

Home Ownership

- Form(s) 1098** or other mortgage interest statements
- Real estate property taxes on home/ investment property(s)
- Receipts for energy-saving home improvements
- Closing/settlement statement(s) for home purchase, refinance or sale

Charitable Donations

- Records/receipt for cash amounts donated to church, schools, boy scouts and other charitable organizations
- Records of non-cash charitable donations
- Provide details if you made a Qualified Charitable Donation (**QCD**) from your IRA account
- Amount of miles driven for charitable purposes

Medical Expenses

- Amounts paid for healthcare premiums, to doctors, dentists, hospital, pharmacy, medical equipment, etc.
- Amount of miles driven for medical purposes

Health Insurance

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

- Form 1095-B and/or 1095-C** if you had insurance coverage through any other source (i.e. employer, individual plan, Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN if you applied for and received an exemption from the Marketplace)
- Form 1099-SA**, HSA distributions received
- Form 5498-SA**, HSA contributions made.

Educational Expenses (college or vocational)

- Form(s) 1098-T** from school - **REQUIRED**
- Date(s) tuition & fees paid
- Cost of textbooks and other educational expenses (computer used for school)
- Record of scholarship/fellowships received
- Form 1098-E** for student loan interest paid

Job Expenses

- Receipts of classroom expenses (for educators/teachers in grades K-12) not reimbursed by school

Sales Tax

- Sales tax paid on new vehicle/boat/ATV purchases, if any

FOREIGN ACCOUNTS

- Foreign account(s) information (including signatory accounts)

OTHER

- New clients** provide copies of prior **two** year's tax returns
- Estimated tax payment record (Form 1040-ES), including the date and amount paid
- Signed engagement letter is required for us to prepare your tax return
- Other information you feel important or necessary to accurately complete your tax return