TAX PREPARATION CHECKLIST:

Please Read ALL Pages

- **Taxpayer Information -**
  - Name, Address, Social Security Number and Date of Birth for Yourself, Spouse, andDependents (New Clients – OR – Existing Client Adding a Dependent)
  - Banking Information for Direct Deposit (Routing & Account #)
  - Copy of Driver's License – OR – Other Govt. Issued Photo ID
  - Copy of Social Security Card or Birth Certificate (New Clients)
  - IRS Identity Protection (IP) PIN #, *if applicable*. New PIN # issued every year - www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin
  - Last Year's Income Tax Return (New Clients)
- **Income Information -**
  - Wages, Self-Employment Income, Unemployment (W-2, 1099)
    - Form 1099-K if you received $5,000 or more thru any payment processor (i.e., credit card merchants), payment apps. (i.e., PayPal, Venmo) or online marketplace (i.e., eBay, Etsy). https://www.irs.gov/businesses/understanding-your-form-1099-k#gets
  - Interest, Dividends & Stock/Mutual Fund Sales (1099-INT, 1099-DIV, 1099-B)
  - Cryptocurrency Transactions (Bitcoin, etc.)
  - Pension/Annuity/IRA/401(k) Distributions (Form 1099-R)
  - Gambling/Lottery Winnings and Losses/Prizes/Bonus (W2-G or 1099)
  - Health/Medical Savings Account Distributions (HSA, MSA - Form 1099-SA)
  - Corporation/Partnership/Trust/Estate Income (Form K-1)
  - Social Security Income (SSA-1099)
  - Rental or Investment Property Income
  - Prior Year State/Local Income Tax Refund
  - Alimony Income
  - Foreign Income
  - Social/Govt. Assistance Income
- **Deduction/Expense Information -**
  - Dependent Care Costs
    - Provider Stmt. (Name, Address, Tax ID or S.S.N. and Amount Paid)
  - Education/Tuition Costs/Materials Purchased (Form 1098-T, Receipts)
  - Student Loan Interest Paid (Form 1098-E)
  - IRA Contributions (ROTH, Traditional)
  - Health/Medical Savings Account Contributions NOT thru Payroll (HSA, MSA)

- Mortgage/Home Equity Loan Interest/Mortgage Insurance/Property Taxes (Form 1098)
- Gambling/Lottery Losses (only to offset winnings if you itemize deductions)
- Estimated Tax Payments to Federal, State and Local Taxing Agencies.
- Charitable Contributions - Cash/Non-Cash (Receipts or Giving Stmts.)
- Educator Expenses (unreimbursed)
- Purchases for Residential Energy Eff. Tax Credits https://www.energystar.gov/about/federal-tax-credits
- Out of Pocket/Unreimbursed Medical Expenses – Premiums, Doctor Bills, Prescriptions,Dental, Vision, etc. **NOTE:** If your health insurance is through the "Marketplace" (healthcare.gov), please provide Form 1095-A. https://www.healthcare.gov/
- Long-Term Care Premiums
- Self-Employment Expenses (Short List Below)
    - Cost of Goods Sold (Materials, Contractors, Shipping, etc.)
    - General Supplies or Equipment Purchased or Rented
    - Large Single Asset Purchases (Greater than $500.00)
    - Office Expenses
    - Professional Fees (Accountant, Attorney)
    - Auto Expense (Mileage – OR – Actual Costs (gas, maintenance, etc.)
    - Insurance
    - Rent & Utilities
    - Home Office Expense (Square Footage of Home Office Area)
    - Meals & Entertainment/Travel
    - Education
    - Other Misc. Business-Related Expenses
- Rental Expenses (Short List Below)
    - Mortgage/Loan Interest (Form 1098)
    - Real Estate Taxes
    - Repairs & Maintenance
    - Supplies & Equipment
    - Utilities
    - Insurance
    - Management Fees & Professional Fees
    - Advertising
    - Auto Expense (Mileage – OR – Actual Costs (gas, oil, maintenance. repairs, etc.)