

TAX PREPARATION CHECKLIST:

Please Read ALL Pages

○ Taxpayer Information -

- Name, Address, Social Security Number and Date of Birth for Yourself, Spouse, & Dependents (New Clients – OR – Existing Client Adding a Dependent)
- Banking Information for Direct Deposit (Routing & Account #)
- Did you move? If so, provide previous address, date of move and current address.
- 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.)