**Tax Preparation Checklist:**

**\*Please Read ALL 3 Pages\***

* **Taxpayer Information** -
  + Last Year’s Income Tax Return (New Clients)
  + Name, Address, Social Security Number and Date of Birth for Yourself, Spouse, and Dependents (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)
* **Income Information** -
  + Wages, Self-Employment Income, Unemployment (W-2, 1099)
  + 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 Credit https://[www.energystar.gov/about/federal\_tax\_credits](http://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/](http://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, maintenance, etc.)

**\*\* Additional Items Specific to Tax Year 2021 (2022 Filing Season) \*\***

* **Letter 6419 – If you received 2021 Advance Child Tax Credit Payments, to reconcile the advance child tax credit payments.**



o The IRS will mail this letter to your last known address. If you have lost or misplaced this letter, please visit the IRS website (link below) for further instructions. Must have to file! https://[www.irs.gov/individuals/understanding-your-letter-6419](http://www.irs.gov/individuals/understanding-your-letter-6419)

* **Letter 6475 - Your 2021 Economic Impact Payment, to determine eligibility to claim the recovery rebate credit.**

o The IRS will mail this letter to your last known address. If you have lost or misplaced this letter, please visit the IRS website (link below) for further instructions. Must have to file! https://[www.irs.gov/coronavirus/economic-impact-payments](http://www.irs.gov/coronavirus/economic-impact-payments)