

TAX CHECKLIST

SOURCES OF INCOME

Employed

- Form(s) W-2**

Unemployed & Economic Stimulus

- Unemployment **Form 1099-G**
- Economic Stimulus payment** both 1st and 2nd payment amounts (reported on IRS Notice 1444)

Self-Employed

- Form(s) 1099-MISC** and other income not reported on 1099
- Record of qualified 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 sale of stock or other property on **Form 1099-B and/or Form 1099-S**
- Date(s) 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, purchase date, cost basis, sales date, sales proceeds

OTHER INCOME & LOSSES

- Gambling Income (**Form W-2G**)
- Alimony paid/received with ex-spouse's name & SSN for divorces entered prior to 2019
- Schedule K-1(s)** received
- 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
- Dollar amount of refinance proceeds not used to build, acquire, or improve your home

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 1099-SA**, HSA distributions for medical expenses
- Form 5498-SA**, HSA contributions made
- HSA** year-end statement, if available

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 cost if purchased for school use)
- 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 bank or brokerage 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 must be returned
- Other information you feel important or necessary to accurately complete and file your tax return