Tax Preparation Checklist

The requirements for filing your taxes depend on your specific tax situation. Determining what you need can be complex, but we are here to help!

Before you submit your client tax questionnaire, review the following checklist to get an idea of the tax documents and forms that you will need. Reference this checklist to ensure you have the necessary documents for submission.

Personal Information

- [ ] Demographic Info (name, social security #, DOB,, address, email, phone)
- [ ] Spouse's Demographic Info (if applicable)
- [ ] Identity Protection Pin for any household members
- [ ] Bank account information (routing and account numbers)
- [ ] Identification Card

Dependent(s) Information

- [ ] Birth certificate and social security cards for all dependents
- [ ] Childcare, school, or shot records for each dependent
- [ ] Income for dependents (if applicable)

Income Documentation

Check off the items below that apply to your tax situation.

Employed

- [ ] W-2

Unemployed

- [ ] Unemployment (1099-G)

Self-Employment

- [ ] 1099-NEC
- [ ] 1099-MISC
- [ ] Records of all expenses (cancelled checks, credit card statements, receipts, etc.)
- [ ] Income Records (PayPal, business bank statements, Cash App, Venmo, etc.)
- [ ] 1099-K

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Rental Income

- [ ] Records of income and expenses

Retirement Income

- [ ] Pension/IRA/Annuity (1099-R
- [ ] Social Security/ RRB (SSA-1099, RRB-1099)

Savings & Investments or Dividends

- [ ] Interest, Dividends (1099-INT, 1099-OID, 1099-DIV)
- [ ] Income from sale of stock and other property (1099-B, 1099-S)
- [ ] Health Savings Account and Long Term Care Reimbursements (1099-SA or 1099-LTC
- [ ] Transactions involving Cryptocurrency

Other Income & Losses

- [ ] Gambling Winnings (W-2G; or records showing income and expenses
- [ ] Trust Income
- [ ] Royalty Income (1099- MISC)
- [ ] Any other 1099s received
- [ ] Record of alimony paid/ received with other parties name and social security #

Deduction Documentation

Check off the items below that apply to your tax situation.

Home Ownership

- [ ] 1098 forms or other Mortgage Interest Statements
- [ ] Real estate and Personal Property Tax Records
- [ ] Receipts for energy saving home improvements (ex. solar panels)

Charitable Donations

- [ ] Cash amounts donated to churches, schools, or other charitable organizations
- [ ] Records of non-cash charitable contributions
- [ ] Mileage driven for charitable contributions

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Medical Expenses

- [ ] Out of pocket expenses paid for healthcare and dental
- [ ] Mileage driven for medical purposes

Health Insurance

- [ ] Form 1095-A (health insurance purchased through the Marketplace)

Childcare Expenses

- [ ] Tuition paid to a childcare provider/ person (Must have name, social/EIN, address)

Educational Expenses

- [ ] Tuition (1098-T Form)
- [ ] Receipts that show qualified educational expenses
- [ ] Records of scholarships received
- [ ] Student Loan Interest paid (1098-E)

K-12 Educator Expenses

- [ ] Receipts for classroom purchases

Retirement & Other Savings

- [ ] HSA Contributions (5498-SA)
- [ ] IRA Contributions (5498)

Federally Declared Disaster

- [ ] City/county you lived/worked/had property in
- [ ] Records to support property losses (ex. appraisal, clean-up costs, etc.)
- [ ] Records of repair costs
- [ ] Insurance claims
- [ ] FEMA assistance information
- [ ] Check the FEMA website to confirm your county has been declared a federal disaster area

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TAX PROS

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