

TAX RETURN
CHECKLIST

TAX YEAR: _____

CHECK ALL THAT APPLY BELOW:

- Copies of last year's tax return (IF A FIRST YEAR NEW CLIENT)
 - SSN's and DOB's for any new dependents being added and claimed
 - Bank Account info (Routing and Account #'s) if direct deposit of refund wanted
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- W-2 Forms from any jobs worked
 - 1099-G forms for unemployment income, or state/local tax refunds
 - SSA-1099 for any Social Security benefits received
 - 1099-R, Form 8606 for payments/distributions from IRAs or retirement plans
 - 1099-INT for any interest income
 - 1099-DIV for any dividend income
 - 1099-B for any income related to stocks or bond sales
 - K-1s received from any company with % ownership (unless we prepare the company K-1s as well)
 - 1099-C forms for any debt cancellation
 - W-2G received from gambling winnings
 - Alimony received or paid amounts
 - 1098-E form for student loan interest paid for yourself or dependents in school
 - 1098-T form for tuition paid for yourself or dependents in school
 - 1098 form for any Mortgage Interest
 - Real Estate taxes paid with receipt of payment (if not part of the 1098 form)
 - Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)

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- Records of IRA contributions made during the year
- Medical Savings Account (MSA) contributions
- Keogh, SEP, SIMPLE, and other self-employed pension plans
- Charitable donations: list of cash and non-cash donations, official charity receipts
- Child care costs: provider's name, address, tax ID, and amount paid
(most child care businesses provide one on their letterhead at your request)
- 1099-S forms for income from sale of a property + Settlement Statement

BUSINESS OR SELF-EMPLOYED LIST:

- 1099-NEC forms for any independent contractor work
- 1099-MISC forms for any royalties or misc. payments received or paid
- 1099-K form for any income received from a 3rd party network (PayPal, Uber, Lyft, etc.)
- List of any other income received via cash, checks, bank apps, etc. (not on other forms)
- List of any amounts paid for materials, supplies, goods, labor, rent, etc.
(Profit and Loss Statement either handmade or via QuickBooks, etc.)
- Any big purchases for business use such as machines, tools, vehicles, property
- Records of home business expenses, home size/office size, home expenses
- Estimated tax payments made during the year
- Any other forms or paperwork related to your business operation

ANY ADDITIONAL INFORMATION OR FORMS NOT LISTED:

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RENTAL PROPERTY INCOME LIST:

- List of rents received throughout the year
- List of any expenses paid for repairs or other expenses
- 1098 form for any Mortgage Interest paid on the property
- Real Estate taxes paid for the property
- 1099-S forms for income from sale of a property + Settlement Statement

ANY ADDITIONAL INFORMATION OR FORMS NOT LISTED:

As with any checklist, this is merely meant to give a breakdown of the most common forms and documents provided for general scenarios. It in no way is a list of every form or scenario which could be possible. Every taxpayer is unique and different, and some may receive forms or documents not on this list or be in a unique situation not included on this list. If you do receive a form or letter, etc. that you are unsure of please bring it in and we will look at it to determine if it is necessary to complete your tax return for the given year. As always you are able to drop off any extra documents physically or via email & fax. And call us anytime with any questions you may have!

Thank you and we look forward to seeing you this coming tax season.

Dennis W. Deshler Accounting & Tax Services