

Sky Capital Accounting Service Inc.

鑫盛会计师事务所

3650 Main St 2nd Floor Flushing NY 11354

Tel: 718-285-3881

E-mail: Skycapitaltaxstaff@gmail.com

2025 Tax Year Required Documentation

New Client

- 1 Copy of each family member's SSN
- 2 Copy of Birth Certificate of Dependence
- 3 The valid ID of taxpayer and spouse (Front & Back)
- 4 Letters from current school or primary doctor for each child
- 5 Proof of income* (see list below)
- 6 Proof of deduction* (see list below)
- 7 Address and phone number
- 8 Bank Account (copy of the void check)
- 9 copy of 2024 Tax return

*Proof of income

- 1 Wage (W2)
- 2 Self-employment (1099-MISC)
- 3 Investment Income (1099-B)/Interest Income (1099-INT)/Dividend Income (1099-DIV)
- 4 Withdraw from IRA (1099-R)
- 5 Business/Partnership Income (K-1)
- 6 Gamble Income (W-2G)
- 7 Unemployment (1099-G)
- 8 Rental Income (including expense detail, such as mortgage 1098-M, property tax)
- 9 Insurance Coverage 1095-A/B/C
- 10 Withdraw from Health Savings Account (1099-SA)

*Proof of deduction

- 1 Dependend Care(Valid Letter must include caregiver's name, address, phone number, tax ID, amount and covered period)
- 2 Tuition expense: 1098-T / 1098-E
- 3 Property Tax & Mortgage Interest :1098-Mortgage
- 4 Donation Letter with amount

Existing Client:

- 1 Birth Certificate of newborn child
- 2 Letters from current school or primary doctor for each child
- 3 Proof of income* (see list below)
- 4 Proof of deduction* (see list below)
- 5 Bank Account (copy of the void check)