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## Checklist

Individual (Short)

Tax Section

# 2022 Individual Income Tax Return Checklist

## Form 1040 (Short)

Taxpayer name \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_ Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

### 100) General

Yes/  
Done No/  
N/A

► 101) Obtain a signed engagement letter

► 102) Consider asking the taxpayer to sign Form 2848 and/or Form 8821. Also consider state or local authorizations.

► 103) Ask the taxpayer to provide any correspondence, to or from the IRS or state tax authority, including any adjustments made to prior returns that could affect later returns.

► 104) Consider requesting transcript(s) from the IRS. See the AICPA Tax Section's [IRS E-Services Transcript Delivery System Quick Reference Chart](#).

► 105) Review the prior year's return and note the amount, source and character of any carryforward (capital loss, net operating loss (NOL), charitable contributions, Sec. 179 deduction, investment interest, passive activity losses, basis limitation, etc.).

► 106) Review the proforma or organizer for accuracy. Review any business financial statements and footnotes for relevant information, if applicable.

► 107) Confirm the taxpayer's name, mailing address, email address, phone, birth date, Social Security number and occupation. Confirm changes are updated for your records and in all necessary systems. Confirm whether taxpayer and/or spouse has received a PTIN.

► 108) Was the taxpayer legally married as of the last day of the tax year? Consider the correct filing status based on the circumstances.

1. Is head of household status claimed? If so, make sure the preparer due diligence requirements have been met and prepare Form 8867, *Paid Preparer's Due Diligence Checklist*. See the AICPA Tax Section's 2022 Paid Preparer's Due Diligence Checklist for additional guidance.

► 109) Determine if gift tax returns are required (see the Form 709 checklist). Consider Form 8892.

► 110) Did the taxpayer receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency/cryptocurrency/digital assets during the year? If so, make sure the appropriate box on Form 1040 is checked and consider the tax consequences of all transactions.

Yes/ No/  
Done N/A

► 111) Does the taxpayer wish to designate \$3 (\$6 if filing jointly) to the Presidential Election Campaign Fund?

► 112) Consider federal and state e-filing requirements.

Comments/explanations

## 200) Dependents

Yes/ No/  
Done N/A

Note that there is no personal or dependent exemption available in 2022. However, the Code retains the definition of "dependent," which continues to be relevant for purposes of the child tax credit and the credit for non-child dependents.

► 201) For each person meeting the definition of a dependent, confirm the dependent's name, Social Security number, relation to the taxpayer, age and months lived in the taxpayer's home in 2022.

► 202) Determine if kiddie tax is applicable to any dependent children. If so, consider whether to report the unearned income on the parent's return by using Form 8814, *Parents' Election to Report Child's Interest and Dividends*. Otherwise determine responsibility of the completion of children's return.

► 203) If the dependent completed and filed his or her own tax return, confirm that the return indicates that someone can claim them as a dependent.

Comments/explanations

## 300) Income

Yes/ No/  
Done N/A

Note: If a taxpayer has foreign activities or investments, see the international section of this checklist.

### Wages

► 301) Request all Forms W-2 received by the taxpayer. Inquire about any Forms W-2G received by the taxpayer.

► 302) Are all taxable employee benefits included on Form W-2, including any expense payments related to a non-accountable plan?

► 303) Does the Form W-2 reflect dependent care benefits? If so, prepare Form 2441.

► 304) If there are multiple Forms W-2 for the same taxpayer, consider whether there is excess Social Security withholding.

### **Interest**

- ▶ 305) Request all Forms 1099-INT and 1099-OID received by the taxpayer. Confirm reporting of tax-exempt interest/OID based on state residency.
- ▶ 306) Did the taxpayer receive any interest from U.S. Treasury bills, notes or other bonds reported on Form-1099-INT?
  - 1. Did the taxpayer use any U.S. savings bond interest on post-'89 bonds redeemed to pay higher education expenses?
- ▶ 307) Compare the sources and amounts of interest income with prior year returns.

### **Dividends**

- ▶ 308) Request all Forms 1099-DIV received by the taxpayer. Confirm reporting of tax-exempt dividends based on state residency.
- ▶ 309) Compare the sources and amounts of dividends with prior year returns.

### **Gain or loss on property**

- ▶ 310) Request all Forms 1099-B received by the taxpayer.
- ▶ 311) Request the Closing Disclosure for any purchases or sales of real property. Request any Forms 1099-S by the taxpayer.
- ▶ 312) Were there any sales of tangible property in 2022? If so, determine the sales price, the original cost basis (how acquired if not by purchase, i.e., gift), the amount of accumulated depreciation taken in prior years and the holding period. Confirm the proper reporting of sale of property based on use of property (Schedule C, D or Form 4797).
- ▶ 313) Were any shares of stock or other securities disposed of during 2022? If so, request the following: the name of the issuer, the number of shares (stock) or the maturity date (bonds), the date acquired (and how acquired if not by purchase, i.e., gift), the selling price and the basis.
- ▶ 314) Were any securities sold at a loss in 2022? If so, determine if the taxpayer purchased substantially the same security within 30 days before or after the sale.
- ▶ 315) Did any securities become worthless during 2022? If so, request the following: the name of the issuer, the number of shares (stock) or the maturity date (bonds), the date acquired, the basis, the date on which such securities became worthless and the facts demonstrating worthlessness.
- ▶ 316) Did the taxpayer sell a principal residence in 2022? If so, prepare Form 8949 and obtain information necessary for completion. Confirm whether the taxpayer received a Form 1099-S. Calculate the taxpayer's realized gain/loss and determine any taxable gain.
- ▶ 317) Did the taxpayer sell or exchange any virtual currency/cryptocurrency/digital assets in 2022? If so, confirm the reporting of the taxable amount realized.

### **Rental income**

- ▶ 318) For each rental property, request a description of the type and location of property and the total rent received. Also, request expense amounts for each category.
- ▶ 319) Did the taxpayer make any payments during 2022 that would require filing of Forms 1099? If so, have Forms 1099 been filed?

► 320) Determine the taxpayer's basis in each rental property.

► 321) Consider building and equipment depreciation (see business asset section below).

► 322) Did the taxpayer rent any residential property? If so, request the number of rental days and the number of personal-use days (if any) during 2022. Determine if the vacation home rules apply.

► 323) Did the taxpayer actively participate in rental real estate activities? Consider qualification for real estate professional. Determine the taxpayer's at-risk amount for each property.

► 324) Review the amount of any passive losses and credit carryforwards to 2022.

► 325) Consider making the repair election pursuant to Sec. 263.

► 326) Do the taxpayer's rental activities qualify as QBI under Sec. 199A (see item 501)? Consider whether the activities fall within the safe harbor of Rev. Proc. 2019-38. Confirm that the taxpayer maintains proper records to support the safe harbor requirements.

#### ***Pass-through income or loss***

► 327) Request any Schedules K-1, K-2 or K-3 received by the taxpayer (both federal and state(s)).

► 328) Calculate or request the taxpayer's basis with respect to each Schedule K-1 source. For shareholders in an S corporation who report a loss, receive a distribution, dispose of stock or receive a loan repayment, Form 7203 must be attached to the return.

► 329) With respect to each trade or business activity for which a Schedule K-1 is received, determine if the taxpayer is a limited partner or if the taxpayer materially participated in the activity.

► 330) Determine if there are any partnership or S corporation losses in excess of basis carryforwards, at-risk loss carryforwards, passive loss or credit carryforwards to 2022.

► 331) Did the taxpayer make any shareholder loans or receive a repayment of any shareholder loans from an S corporation in 2022? If so, determine the basis of the loan, whether the loan was documented and determine whether the loan was at below-market rate and recalculate/impute the interest if necessary.

► 332) Did the taxpayer have any unreimbursed partnership expenses? If so, determine if the expenses are deductible and whether these amounts reduce self-employment income.

► 333) Did any pass-through entity(ies) make an election into the pass-through entity tax (PTET) regime for any states? Consider implications for the taxpayer.

#### ***Schedule C businesses/Single member LLCs***

► 334) Request the following: employer identification number (if any), business name, principal business, business address, accounting method and inventory method (if any). Request the total amount of gross receipts or sales, returns and allowances and other income and expenses from this business (request Forms 1099-NEC and/or 1099-K, if applicable).

▶ 335) Did the taxpayer participate in the activity on a regular, substantial and continuous basis?

▶ 336) Did the taxpayer begin or acquire the business during 2022?

▶ 337) If the taxpayer generated an NOL, note that the application of the 80% taxable income limitation is applicable for the 2022 taxable year and no carryback is allowed.

▶ 338) Did the taxpayer receive funds from the Paycheck Protection Program (PPP) in prior years? If so, was any of the loan considered forgiven in 2022? A statement, including the amount of tax-exempt income from forgiveness and the date of forgiveness, should be attached to the return.

▶ 339) If the taxpayer deferred payment of 50% of the Social Security tax on net earnings from self-employment income for the period from March 27, 2020 through Dec. 31, 2020, confirm that the remaining balance (generally 50% of the deferred amount) was paid by Dec. 31, 2022.

▶ 340) Consider whether the taxpayer meets the standards for for-profit activities under the Sec. 183 hobby loss rules. If not, consider whether the taxpayer can improve its operations to qualify as a trade or business going forward.

#### **Business assets**

▶ 341) Did the taxpayer acquire or improve any business property in 2022? If so, determine the necessary information. Consider the Sec. 179 deduction and/or Sec. 168(k) depreciation.

▶ 342) Were there any leasehold improvements made in 2022? If so, request the date that the lease terminates. Determine if the improvements are qualified under Sec. 168 (e)-(k) for depreciation purposes.

▶ 343) Were any repairs and maintenance expense related to capital assets? If so, request the amount. Determine if elections should be made pursuant to the repair regulations of Sec. 263.

▶ 344) Determine if the taxpayer should make the safe harbor election to expense the acquisition costs of materials, supplies and other tangible property.

#### **Distributions from individual retirement accounts (IRAs), retirement plans, etc.**

▶ 345) Request Forms 1099-R and Forms SSA-1099 received by the taxpayer. Review distribution codes to confirm proper reporting. Did the taxpayer receive any railroad retirement benefits?

▶ 346) Did the taxpayer take any distributions from an IRA or qualified plan in 2022? Consider required minimum distribution (RMD) provisions requiring distributions by age 72 (the first year RMD can be delayed until April 1 of the year after the taxpayer turns 72).

Note the change in the RMD age starting in future years due to SECURE 2.0, signed into law on Dec. 30, 2022.

▶ 347) Was a distribution from an IRA made directly to a charitable organization? Consider whether the taxpayer meets the qualifications to exclude the distribution from income including the requirements for charitable contributions. Confirm that the Form 1040 indicates "QCD," if applicable.

▶ 348) Did the taxpayer receive a taxable distribution from a retirement plan/annuity before the age of 59½? If so, determine if an exception to the early-withdrawal penalty applies.

▶ 349) Did the taxpayer receive a lump-sum (non-periodic) retirement plan distribution in 2022?

▶ 350) Did the taxpayer receive a distribution from an annuity? If so, request the necessary information.

► 351) Did the taxpayer receive an IRA or a qualified plan payment as the beneficiary of a decedent?

► 352) Did the taxpayer receive an IRA or qualified plan distribution that he or she rolled over to an IRA or other qualified plan within 60 days of receipt?

► 353) Verify that any distributions from a health savings account (HSA), Sec. 529 plan or ABLE account were used to pay for qualifying expenditures.

### Miscellaneous income

► 354) Request any other Forms 1099 that were received by the taxpayer (Forms 1099-A, 1099-G, 1099-C, 1099-Q, 1099-K, 1099-LTC, 5498, etc.).

► 355) Did the taxpayer receive any refunds of state or local taxes in 2022? If so, determine the amounts that are includable in income. See Rev. Rul. 2019-11.

► 356) Was the taxpayer relieved of any debt obligation in 2022, other than by means of payment? If so, determine whether the taxpayer qualify for any exclusion of cancelation of debt income in 2022.

► 357) Did the taxpayer receive any of the following?

1. Any gambling winnings in 2022? If so, request the total amounts wagered in 2022 and the wager amounts related to any winnings (see Notice 2015-21). If the taxpayer claims itemized deductions, determine the deductible amount of gambling losses.

2. Any damage or injury awards? If so, determine what portion (if any) of such awards relate to a personal physical injury.

3. Any revenue from an activity that does not meet the for-profit activity rules of Sec. 183? If so, report the revenue as "other income" rather than on Schedule C.

Note that Form 1099-K threshold of \$600 was delayed for the tax year 2022. The threshold for 2022 tax year is \$20,000 and more than 200 transactions. Consider classification of payments received to confirm that amounts are properly reported. See IRS FAQs.

4. Any scholarships, fellowships or grants? If so, were any such amounts remuneration for services or payment for room and board?

5. Any disability payments in 2022? If so, determine what amount, if any, is excludable from income.

6. Any awards and prizes, director's fees, estate or trust fiduciary fees, jury service fees or royalty income?

7. Any income from virtual currency/cryptocurrency/digital asset transactions (e.g., Bitcoin, Ethereum, Ripple, NFTs)?

8. Any payments from a former spouse or a spouse from whom the taxpayer is separated? If so, determine if such payments constitute a property settlement, alimony or child support.

9. Any unemployment compensation?

Comments/explanations

## 400) Deductions and losses

### Qualified business income (QBI) deduction (Sec. 199A)

- 401) Did the taxpayer have any income from any sole proprietorships or pass-through entities? For rental activities, consider whether the activity qualifies as a trade or business. See Rev. Proc. 2019-38 for safe harbor rules.
1. If so, determine the amount of gross income, gain, deduction and loss that were effectively connected with the conduct of a U.S. trade or business and included or allowed in determining taxable income for the year. Deductions attributable to a trade or business include, but are not limited to, deductible tax on self-employment income, self-employed health insurance and contributions to a qualified retirement plan. Exclude items that are specifically not included as QBI.
  2. Determine the taxpayer's allocable portion of Form W-2 wage payments made by the qualified trade or business. Consider Rev. Proc. 2019-11 for the calculation of allocable wages.
  3. Determine whether the trade or business is a specified service business.
  4. Determine the taxpayer's allocable share of the unadjusted basis of qualified property owned by the trades or businesses.
  5. Determine whether the sum of 20% of the taxpayer's QBI, 20% of the taxpayer's qualified REIT dividends and 20% of the taxpayer's qualified PTP income exceeds 20% of the amount by which the taxpayer's taxable income exceeds his or her net capital gains.
  6. Determine if the taxpayer should elect aggregation of qualified trades or businesses to overcome the Form W-2 wage limitation.
  7. If aggregation is elected, attach a statement to the return with the information necessary.
  8. If the taxpayer's taxable income is above the threshold amount (\$340,100 for married filing joint returns and \$170,050 for others), compute the applicable percentage.
  9. Consider if married filing separately would provide a QBI deduction benefit.

### Automobile expenses

- 402) Request the total and non-personal mileage for 2022 for all automobiles (including leased vehicles).
1. Request a breakdown of the non-personal mileage between self-employment, investment activity, rental activity, medical activity and charitable activity.
  2. Request the average daily round trip and total 2022 commuting miles.
- 403) If the taxpayer owned an automobile used for business purposes in 2022, request necessary information for disclosure:
1. Request the amount of parking, tolls and personal property taxes for the business in 2021.
  2. Request the operating expenses of any business-use vehicles (gas, oil, repairs and maintenance, insurance, tags and licenses, etc.).
- 404) Did the taxpayer receive any employer automobile or mileage reimbursements in 2022? If so, were they included on Form W-2?
- 405) If the taxpayer leased a car used for business purposes in 2022, request the date the lease began, costs associated with the lease and the car's fair market value at the beginning of the lease period.

### Home office

- ▶ 406) Determine whether the taxpayer's office-at-home qualifies for business use of home expenses.
  1. Determine the business activity with respect to the taxpayer's use of the office. Note that miscellaneous itemized deductions (for unreimbursed employee expenses) subject to the 2% floor under current law are repealed through 2025.
  2. Request the square footage of the home used for business and the total square footage in the home.

- ▶ 407) Request the total amount spent both directly and indirectly for the home office in 2022, including improvements to the home.

- ▶ 408) Consider the effect of depreciation recapture upon the future sale of the residence.

- ▶ 409) Consider using the simplified method of calculating the deduction.

### Retirement plan contributions

- ▶ 410) Request the amount of any contributions to traditional or Roth IRAs for 2022, including any contributions that will be made by the initial due date of the return. Confirm that the taxpayer qualifies to make contributions. Consider recharacterization of contributions if necessary.
- ▶ 411) Determine whether a traditional IRA has been converted to a Roth IRA during 2022. Note that the conversion can no longer be reversed by the due date of the tax return as previously allowed.
- ▶ 412) Confirm that Form 8606 has captured current and previous nondeductible contributions IRA contributions.
- ▶ 413) With respect to SEP IRAs, SIMPLE IRAs and Keogh plans, determine the total amount allowed to be contributed for 2022 and the contributions the taxpayer will make before the extended due date of the return.

### Miscellaneous above-the-line deductions

- ▶ 414) Was any interest paid on education loans used entirely for post-secondary school tuition of an eligible student?
- ▶ 415) Did the taxpayer pay any alimony in 2022? If so, request the amount paid and the recipient's name and Social Security number. Note that the rules regarding the deduction of alimony for agreements entered (or modified) after Dec. 31, 2018.
- ▶ 416) If the taxpayer is an "eligible educator," did the taxpayer pay any classroom or professional development expenses in 2022?
- ▶ 417) If the taxpayer had self-employment income, did the taxpayer pay any health insurance costs for the taxpayer and their family? Consider including Medicare and long-term care premiums for these costs, if applicable.
- ▶ 418) Did the taxpayer make any contributions (other than employer contributions) to an HSA in 2022? If so, complete Form 8889.



### Itemized deductions

► 419) Request the amount the taxpayer paid for medical expenses (including insurance premiums and medical mileage) for the taxpayer, dependents and persons who would be dependents had they met the income test. Note that certain other expenses incurred by order of a physician and capital improvements to a home may be deductible.

### ► 420) Qualified mortgage interest

1. Request all Forms 1098, *Mortgage Interest Statement*, from the taxpayer.
2. Did the taxpayer pay qualified residence interest? If so, request the amount and the name of the payee. Determine that the limits for acquisition indebtedness have been considered. Note that home equity indebtedness may be considered acquisition debt to the extent the principal amount was used to build, acquire or substantially improve a qualified residence.
3. Did the taxpayer (or the seller of a home that the taxpayer bought) pay any mortgage interest points in 2022 to buy a principal residence that is not shown on Form 1098, *Mortgage Interest Statement*?
4. Did the taxpayer refinance his or her principal residence in 2022? If so, request the amount of points and loan fees paid and the length of the loan.

### ► 421) Other interest paid

1. Did the taxpayer pay any interest on loans related to business activities, rental properties or investments? If so, request the amount of interest traceable to loan proceeds used for each type of activity.
2. Did the taxpayer pay any interest to a related party? If so, determine whether the loan was at a below-market rate and recalculate the interest on the loan, if necessary.

### ► 422) Taxes paid

1. Request the amounts paid in 2022 for the following: estimated state and municipal income taxes, state and local general sales taxes (either actual taxes paid or the amount from optional tables shown in the instructions to Schedule A, Form 1040), real estate taxes and personal property taxes.
2. Note that the deduction for non-business state and local taxes (or sales tax in lieu of income taxes) and property tax is limited to \$10,000 (\$5,000 for married taxpayers filing separately).

### ► 423) Charitable contributions

1. Did the taxpayer make any cash contributions to charitable organizations in 2022? If so, request the following: the total dollar amount contributed, the name of the charities to which the contribution was made and the date of the contribution. Confirm that the taxpayer has the appropriate written documentation from the organizations to substantiate a charitable contribution of \$250 or more.
2. Consider the percentage deduction limitations and any contribution carryovers.
3. Confirm that no charitable deduction is allowed for payments made to college institutions for the right to purchase tickets or seats at athletic events.
4. Did the taxpayer make any property contributions to charitable organizations in 2022? If so, obtain the necessary information to prepare Form 8283 as necessary. Attach a signed page two of Form 8283 and the appraisal, if required.
5. Determine the number of miles driven related to volunteer work for a charitable organization, if any.
6. Request the amount of any out-of-pocket expenses incurred by the taxpayer for charitable work.

### Meals and business gifts

- 424) Did the taxpayer have any expenses for meals or business gifts in 2022 related to a business or rental property? Consider the \$25 per recipient per year limit for gifts.
1. Note that a 100% deduction may be taken for qualifying business meals provided by a restaurant. A restaurant does not include businesses that primarily sell pre-packaged foods for immediate consumption (such as grocery and convenience stores). Business meals not qualifying for the 100% deduction are still eligible for the 50% deduction.
  2. If so, advise the taxpayer that, for any separate travel expenses exceeding \$75, he or she must maintain both a receipt and documentary evidence of the time and place and business purpose of such expenses.
  3. Confirm that expenses classified as entertainment are not deducted.

Comments/explanations

### 500) Credits

Note: See the AICPA Tax Section's 2022 Paid Preparer's Due Diligence Checklist related to the earned income tax credit, American opportunity tax credit, child tax credit and other dependent credit (Form 8867).

- 501) Did the taxpayer pay any costs for qualified education expenses? If so, determine if the costs were for the education of the taxpayer or the taxpayer's dependent or spouse, and the years of postsecondary education to which the expenses relate. Consider the American opportunity tax credit and make sure the proper due diligence requirements are met (Form 8867).
- 502) Did the taxpayer have a qualifying dependent who did not meet the definition of a qualifying child? If so, determine whether the family credit applies and make sure the preparer due diligence requirements are met (Form 8867).
- 503) Did the taxpayer receive benefits from a dependent care assistance program during 2022? If so, determine how much was received. Note that the child and dependent care credit has been enhanced and made refundable by the American Rescue Plan Act.
- 504) Did the taxpayer incur adoption expenses in 2022? If so, request information necessary to calculate the credit if applicable.
- 505) Determine whether the taxpayer has one or more qualifying children for the child tax credit. If so, make sure the preparer due diligence requirements have been met (Form 8867). Also, confirm that the child has a Social Security number. See the AICPA Tax Section's Paid Preparer's Due Diligence Checklist.
- 506) Did the taxpayer have any income earned from a foreign source or from a U.S. possession in 2022? If so, determine the amount of income taxes paid to the foreign country, its political subdivisions or to a U.S. possession. Complete Form 1116 as necessary.

Yes/ No/  
Done N/A

► 507) Is the taxpayer eligible for the earned income tax credit? If so, make sure the preparer due diligence requirements have been met and prepare Form 8867.

► 508) Consider whether any additional credits may apply to the taxpayer. Note that the Inflation Reduction Act of 2022 extended and modified many energy credits. Note the effective date for the changes and find out more with the [Inflation Reduction Act Energy Credits Chart](#).

Comments/explanations

#### 600) Additional taxes

Yes/ No/  
Done N/A

► 601) Did the taxpayer pay any household employee cash wages of \$2,400 or more in 2022 or \$1,000 or more in any calendar quarter? If so, prepare Schedule H. Consider federal income tax withholdings and other taxes applicable for a household employee.

► 602) Determine whether the taxpayer is subject to the additional 0.9% Medicare tax, which applies to earned income above \$200,000 (\$250,000 for married couples filing jointly and \$125,000 for married couples filing separately).

► 603) Did the taxpayer have any net investment income? If so, determine the applicability of the 3.8% net investment income tax (NIIT).

Comments/explanations

#### 700) Alternative minimum tax (AMT)

Yes/ No/  
Done N/A

► 701) Determine any AMT differences related to the following: dispositions of property, depreciation, passive activities, loss limitations, qualified housing interest, incentive stock option exercise, excludable gain from Sec. 1202 stock or other differences.

► 702) Did the taxpayer receive a Schedule K-1 from an estate, trust, partnership or S corporation showing an AMT adjustment?

► 703) Determine the amount of the minimum tax credit that can be used in 2022 and any carryover to 2023.

Comments/explanations

	Yes/ Done	No/ N/A
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**800) Tax payments**

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► 801) Request the date and amount of any 2022 estimated tax payments.

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► 802) For extended returns, confirm that the extension payment has been properly reflected on the return.

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► 803) Based on discussions with the taxpayer, determine the taxpayer's need to make estimated tax payments for the forthcoming year.

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Comments/explanations

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	Yes/ Done	No/ N/A
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**900) Affordable Care Act (ACA) individual health insurance mandate**

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**Minimum essential coverage (MEC)**

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Note that the Tax Cuts and Jobs Act reduces the individual shared responsibility payment (ISRP) to zero for tax years starting Jan. 1, 2019. However, the law still requires taxpayers to maintain MEC for the 2022 tax year. Also note that there could be a state requirement to maintain insurance coverage or be subject to a penalty.

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► 901) Did all members of the taxpayer's household maintain MEC for all months in 2022?

1. If yes, is there documentation to support that they have MEC (such as Form 1095-A, Form 1095-B or Form 1095-C)? Note that the IRS issued Notice 2022-76 regarding the requirement to furnish Form 1095-B to individuals.

2. If the taxpayer and/or members of their household did not maintain MEC for all 12 months of 2022, determine if they are eligible for an exemption from health coverage.

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**Premium tax credit (PTC)**

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► 902) Did the taxpayer and/or members of their household purchase insurance through an Exchange? If so, obtain the taxpayer's Form 1095-A. Use Form 8962, *Premium Tax Credit*, to reconcile the proper amount of the credit.

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Comments/explanations

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	Yes/ Done	No/ N/A
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**1000) International issues**

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Note: For more guidance on international tax, go to the AICPA Tax Section's collection of [international resources](#).

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► 1001) Did the taxpayer have an interest in, or a signature or other authority over, a financial account in a foreign country with an aggregate balance of at least \$10,000? If so, prepare FinCEN Forms 114 and 114a (due by April 15 and automatically extended to October 15 for the preceding calendar year) and complete the questions on Schedule B related to foreign accounts.

*Note that FinCEN has announced its intention to amend the regulations to include virtual currency accounts, but no such regulations have yet been adopted.*

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Yes/ No/  
Done N/A

► 1002) Determine if Form 8938, *Statement of Specified Foreign Assets*, is needed.

► 1003) If the taxpayer has foreign business activity, consider reviewing other international filing obligations shown in the Form 1040 long checklist.

Comments/explanations

### 1100) Other federal considerations

Yes/ No/  
Done N/A

► 1101) Consider direct deposit for refunds and automatic withdrawal for payments. Consider whether to apply a refund to an IRA.

► 1102) Consider checking the box to allow the IRS to contact the preparer.

Comments/explanations

### 1200) State considerations

Yes/ No/  
Done N/A

► 1201) Determine state and local filing requirements. See the AICPA's [State and Local Tax \(SALT\) Roadmap and Resource Center](#). Consider matters such as nexus, state returns filed in previous years, apportionment and state tax adjustments/credits.

Comments/explanations

### 1300) Professional responsibilities and reminders – FOR PAID PREPARER USE

Yes/ No/  
Done N/A

► 1301) Confirm that you/your firm have met all professional responsibilities as outlined in the AICPA Code of Professional Conduct, AICPA Statements on Standards for Tax Services and federal and state authorities, such as Circular 230. Consider potential conflicts of interest, preparer penalties and reminders to clients about their responsibility for the contents of the tax return.

► 1302) Internal processing procedures:

- Reconcile source documents to final return results.
- Prepare filing instructions and a transmittal letter (including instructions for paying any balance due).
- Confirm delivery instructions (portal, mail, pickup or delivery).

Yes/ Done	No/ N/A
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- 1303) Provide your client with complete federal and state returns, including copies of any disclosure consent form(s) and advise your client to retain copies for at least six years. Return original documents to your client and provide other documents/support, as applicable.
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Comments/explanations

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