

# Tax Preparation Checklist

TY 2025

**New Clients:** Prior Year's Tax Return (necessary for E-filing)

**Updates: Any change in the following?**

<input type="checkbox"/> Address	<input type="checkbox"/> Marital Status
<input type="checkbox"/> Cell	<input type="checkbox"/> Dependents
<input type="checkbox"/> Email	<input type="checkbox"/> Banking

**Driver's License** (if renewed last year)

State	DL#	Issue Date	Exp Date
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Taxpayer				
Spouse				

**Childcare & Dependents:**

- Dependents' Names, DOB, SSNs
- Childcare records (including the providers tax ID number)

**Education:** 1098-T, 1098-E

- Tuition Statement - 1098-T
- Student Loan Interest - 1098-E

**Income:**

- W-2 Forms, K-1

**Self-Employment:** 1099-MISC/NEC,K,Sch K-1

- Income / Expense records (ask for [SBO checklist](#))
- Mileage Log
- Self Employed Health Insurance Premiums (if paid out of pocket)
- Record of *estimated tax payments* made(if applicable)

Quarter	State	Fed	Date
1 (Apr 15)	\$	\$	
2 (Jun 15)	\$	\$	
3 (Sept 15)	\$	\$	
4 (Jan 15)	\$	\$	

**Rental Income:** (ask for [Rental Property Checklist](#))

- Income / Expense records
- Closing statements from purchase or sell of rental

**Retirement Income:**

- Pension/IRA/annuity income (1099-R)
- Social Security/RRB income (1099-SSA,RRB-1099)
- IRA Contribution Information (5498)

**Savings & Investments:** 1099-INT, 1099-DIV, 1099-B

- Interest, dividend income (1099-INT, 1099-DIV)
- Sales of stock or other property (1099-B, 1099-S)

**Other Income:** 1099-G, 1099-SA, W-2G, 1099-K

- Unemployment, state tax refund (1099-G)
- Health Savings Account (1099-SA or 1099-LTC)
- Gambling Income (W-2G or records showing income)
- Virtual Currency: Form 8949 and .csv transaction report
- Tip Income: Forms 4070, 4137
- Overtime Income: must provide year-end paystub or earnings statement

**Other Deductions & Credits (if applicable):**

- Mortgage:** Forms 1098 mortgage interest statements
- Property Tax:** Real estate and personal property
- Charitable Contributions:** cash and non-cash records
- Healthcare / Medical Exp:** Out-of-pocket expenses for premiums, doctors, dentists, prescriptions, etc.
- Form 5498-SA showing **HSA** contributions
- Car Tag:** "Ad Valorem tax" on each car's registration
- Healthcare:** Form 1095-A (Obamacare)
- Retirement Contributions** (IRA ROTH, SEP, 401K)
- Interest on NEW personal vehicle purchase** - must provide VIN

**OTHER:**

- Energy Efficient Tax Credits: Bring receipts (*Ex. HVAC, Water Heater, Windows, Doors, Insulation*)
- Clean Vehicle Credit: Bring Form 15400 from Dealer (*Electric Vehicle purchased prior to September, 30, 2025*)
- Trump Accounts - pilot program deposit for eligible child
- Foreign Accounts (FBAR)
- Signed Engagement Letter