

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

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

- ☐ Address ☐ Marital Status
- ☐ Cell ☐ Dependents
- ☐ Email ☐ Banking

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

	State	DL#	Issue Date	Exp Date
<b>Taxpayer</b>				
<b>Spouse</b>				

**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