Tax Preparation Checklist

Updates:

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

Any changes in the following?

☐ Address   Marital Status

☐ Cell   Dependents

☐ Email   Banking

Driver's License

	State	DL#	Issue Date	Exp Date
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, Sch K-1**

☐ Income / Expense records

☐ 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:

☐ 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)**

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**

☐ Unemployment, state tax refund (1099-G)

☐ Health Savings Account (1099-SA or 1099-LTC)

☐ Gambling Income (W-2G or records showing income)

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 insurance premiums, doctors, dentists, prescriptions, etc.

☐ **Form 5498-SA** showing **HSA** contributions

☐ **Form 5498** showing **IRA** contributions

☐ **Car Tag:** "*Ad Valorem tax*" on each car's registration

☐ *Healthcare:* **Form 1095-A** (Obamacare)

☐ Retirement Contributions (IRA ROTH, SEP, 401K)

NEW!!!

☐ Virtual Currency: Bitcoin, Crypto, digital currency

☐ Energy Home Improvements: Bring receipts
IRS Fact Sheet 2022-40, Dec 22, 2022

☐ Subscribe to email list

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