

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 (if renewed last year)

	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: (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**)

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)

OTHER:

- Virtual Currency: Bitcoin, Crypto, digital currency
- Energy Efficient Home Improvement Credit
- Residential Energy Clean Property Credit: Solar panels, wind turbines
- Clean Vehicle Credit
- Business Privilege Tax
- Corporate Transparency Act - Beneficial Ownership Information Report
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