Tax Preparation Checklist

Updates:

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

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
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
- ☐ 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
- ☐ ***NEW!!!*** 1099-K (EBay/FB Marketplace sales, CashApp/Venmo transactions etc.)

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
- ☐ ***Car Tag***: "*Ad Valorem tax*" on each car's registration
- ☐ ***Healthcare:*** **Form 1095-A** (Obamacare)
- ☐ ***Retirement Contributions*** (IRA ROTH, SEP, 401K)

OTHER:

- ☐ Energy Efficient Tax Credits: Bring receipts *(Ex. HVAC, Water Heater, Windows, Doors, Insulation)*
- ☐ Clean Vehicle Credit: Bring Form 15400 from Dealer *(Electric Vehicle)*
- ☐ Foreign Accounts (FBAR)
- ☐ Business Privilege Tax
- ☐ Corporate Transparency Act - Beneficial Ownership Information Report *[FinCen BOI FAQs](#)*
- ☐ Signed Engagement Letter
- ☐ Subscribe to email list