



Client Documentation Checklist



- Social Security card(s)
- Driver's License(s) / State Issued ID(s)
- Dependents' Social Security numbers and dates of birth*
- Wage statements
- W-2s
- Last year's Federal and State tax return
- Self-employment business income and expenses /1099-NEC*/1099-MISC*/1099-K*
- Commissions received/paid*
- Payment Card and Third Party Network Transactions/1099-K (Related to rents received or any other transaction not related to a Self-employed business)*
- Pension, retirement income/1099-R*
- Unemployment income/1099-G*
- Canceled Debt Amount/1099-C*
- Social Security income/SSA-1099*
- IRA contributions*
- Statements on the sales of stocks or bonds/1099-B *
- Interest and dividend income/1099-INT/1099-DIV*
- Lottery or gambling winnings/losses*
- State refund amount/1099-G*
- Income and expenses from rentals*
- Alimony paid or received*
- Record of purchase or sale of residence*
- Medical and dental expenses*
- Real estate and personal property taxes*

- State or local taxes paid
- Sales tax paid*
- Estimated taxes or foreign taxes paid*
- Cash and non-cash charitable donations*
- Mortgage or home equity loan interest paid/1098*
- Job-related educational expenses*
- Educator expenses*
- Tuition and Education Fees/1098-T*
- Student loan interest/1098-E*
- Moving expenses for member of military*
- Casualty and theft losses related to a qualified disaster
- Child care expenses and the provider's name, address, SSN or EIN the expenses were paid to
- Receipt{s} for costs of residential solar, wind, geothermal, heat pumps, and biomass fuel property as well as qualified windows & doors that qualify for the Energy Efficient Home Credit*
- Form 1095-A (Health Insurance Marketplace Statement)**
- Form 1095-B/1095-C - Health Coverage Statements from Insurer/Employer
- For Qualifying Clean Vehicles - A copy of the report from the dealer that the vehicle was purchased from. This report includes the vehicle's VIN number, battery capacity of vehicle, verification that the vehicle use begins with you, and the maximum credit allowable for the vehicle.

* If Applicable

** If purchased health insurance through the Federal or a State Marketplace.

CONTACT US: