Certified Public Accountants
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# Tax Information Checklist

- Copy of last 1 or 2 years of tax returns
- Your social security number
- Your spouse's full name and social security number
- Change in address, phone, email address
- Bank account # and routing # if direct depositing refunds
- Copy of taxpayer and spouse's driver's license
- Federal "Stimulus Check" or "Economic Impact Payment" Notice 1444

## **DEPENDENTS INFORMATION** (If a New Client or any changes from last year)

- Birthdates and social security numbers
- Income of other adults in your home
- Form 8332 showing release of right to claim child (if applicable)

## ESTIMATED TAX PAYMENTS

- Amount and date of payment of any estimated tax payments (Form 1040ES)
- Amount and date of payment of any State estimated tax payments

## INCOME SOURCES

- Wages - W-2's
- Retirement & Social Security income – 1099-R, 1099-SSA
- Unemployment or state tax refund – 1099-G
- Self-Employment (business or farm)
  a) QuickBooks accountants copy or summarized list of Income and Expenses by category.
  b) Forms 1099-MISC, Schedules K-1, income records to verify amounts not on 1099s
  c) Invoices for business asset purchases costing over $2,500
  d) In-home office information – total sq. ft. of home, sq. ft. of office, utilities, homeowner's insurance, etc.
  e) SEP, Simple or self-employed pension plans
- Rental Income
  a) Income and Expense Records
  b) Invoices for business asset purchases or property improvements
- Investment income
  a) 1099-INT, 1099-DIV, 1099-B, 1099-S
  b) Foreign bank account information if applicable
  c) Acquisition date and cost basis of property sold if not reported on 1099-B
- Health Savings account and long-term care contributions and reimbursements (1099-SA or 1099-LTC)

**all information should be removed from envelopes, laid flat, not folded, free of paper clips and staples**

# PAYMENT IS DUE AT PICKUP

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## OTHER INCOME & LOSSES

- Gambling Income and Expenses (W-2G and expense records)
- Prizes & Awards
- Hobby Income & Expenses
- Jury Duty Records
- Estate & Trust K-1 forms
- Royalty Income (1099-MISC)
- Any other 1099s received, including 1099-C (cancellation of debt)
- Record of alimony paid or received with ex-spouse's name and SSN
- Copy of HUD-1 Settlement statement for any real estate sales

## DEDUCTIONS

- Home Ownership
- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records

- Charitable Donations
- Monetary donations to qualified charitable organizations
- Non-monetary donation records (Goodwill, Purple Heart, etc.)
- Miles driven for charitable purposes

- Medical expenses (out of pocket – not paid through a flexible spending account at work or by employer)
- Health insurance premiums
- Doctors, dentists, hospitals
- Eyeglasses, hearing aids
- Prescriptions
- Miles driven for medical care

- Health Insurance
- Form 1095-A, 1095-B or 1095-C

- Childcare Expenses
- Name, address and tax ID or social security number for each provider
- Fees paid for each child under 13 years of age

- Education Expenses
- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses such as tuition, books, computers
- Forms 1099-Q for any 529 Plan distributions
- Records of scholarships or fellowships you received
- Form 1098-E for student loan interest paid

- Sales Tax
- Invoice showing amount of vehicle sales tax paid