

2020 CHECKLIST FOR ACCURATAX LLC

Name _____

Address _____ City _____ Zip _____

Phone _____ Email _____ Email _____

(If married or have a significant other need email for each for DOCUSIGN)

Names & dates of birth of all household dependents/members:

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

Amount of Stimulus Received 1) _____ 2) _____

Did you trade virtual Currency / BitCoin _____

Total number of pages provided AccuraTax _____

NEW CLIENTS - ACCURATAX NEEDS A COPY OF 2019 TAX RETURN

Income and deductions

___ W2 Forms (Wages)

___ 1099-MISC (Contract Work)

___ 1099-INT or December Bank Statement (Banking Interest)

___ Last year's State Refund Card

___ Unemployment (Form 1099-G)

___ Retirement Benefits (1099-R)

___ Social Security Benefits

___ Alimony received

___ Daycare expenses

___ College Education loan interest

___ College Education Expenses for dependents (1098T and books/materials)

___ Educators Credit (Limit of \$250 school supplies)

___ \$300 of Contributions is deductible in 2020

IF YOU ITEMIZE (OVER MFJ \$24,800, Single \$12,400)

___ 1098 (House Interest)

___ Property taxes (2019 taxes paid in 2020)

___ New Vehicle Purchase in 2020 (Please supply sale receipt)

___ Cash contributions paid to Non-Profits

___ Gift contributions given to Non-Profits

___ Medical Expenses - (ONLY Out of Pocket) NOTE: CANNOT BE FUNDS PAID BY HSA.

___ Long Term Care Payments

STOCK, MUTUAL FUNDS, or IRA's

___ 1099-B if you sold mutual funds or stock (Need Sell & Buy amounts)

___ 1099-DIV if you receive dividends from Mutual Funds or Stock

___ IRA Contributions for 2020 (Don't need Roth Information)

___ HSA Contributions and Distubutions for 2020 (Individual or Family)

HEALTH INSURANCE INFORMATION (OBAMACARE)

Were you covered by a health insurance policy all year. Yes ___ No ___

NOTE: If you used the Marketplace you need Form 1095-A must be provided to complete your return.

Additional Notes:

ADDITIONAL QUESTIONS

	Yes	No
Did you receive any correspondence from the IRS? If yes please supply a copy of the letter.	___	___
Did you sell or buy a home during 2020?	___	___
Do you have a new address?	___	___
If yes: Address _____ City _____ State _____ Zip _____		

Do you have any new dependents in 2020?
If Yes: Name _____ Soc Security _____ DOB Birth _____

Additional information that I may need to know to complete your taxes?

Additional Notes:

Rental Property

- ___ Rent Received
- ___ Rental Mortgage Interest
- ___ Rental Property Taxes
- ___ Rental Property Insurance
- ___ HOA
- ___ Depreciation - (need Closing statement if purchase in 2016)
- ___ Mileage to rental (Must have log of miles)
- ___ Utilities (Heat, electric, trash)
- ___ Supplies
- ___ Repairs
- ___ Capital Improvements

Additional Notes:

Business Questions

Name of Business _____

EIN or Social Security Number _____

Describe Business _____

- Date started business
- Income for the year
- Advertising
- Contract Labor
- Payroll & Payroll Taxes
- Office expenses
- Rent or Leases paid
- Taxes & Licenses
- Travel expenses
- Meals WITH CLIENTS
(You get 50% of these expenses - as a rule)
- Meals & Meetings WITH EMPLOYEES (100%)
- Gifts to Clients (Limit is \$25 per client)
- Interest or Penalties on any loans or credit cards for business.
- Legal & Professional expenses
- Cell phone or Business phone expenses (reasonable % for Business)
- Internet (reasonable % used for Business)
- Repairs and Maintenance
- Tools and/or Material expenses
- Insurance expense (Business Insurance Only)
- Medical Insurance (Medical Premiums are deductible if self employed and you nor your spouse has ACCESS to employee insurance through a W2 job)
- Other Expenses

VEHICLE EXPENSES - Any vehicle expenses need miles log.

- Vehicle Year and Model
- Purchase Price
- Date vehicle put in business
- Odometer reading beginning of year and end of year
(Miles Method) Business miles driven / Personal miles driven
- (Actual Expenses Method)-(Gas, Oil, Insurance, License, Maintenance)
- NOTE: Need miles driven for the business with both methods.

HOME OFFICE EXPENSE

- Full House square footage
- Home Office square footage
- House Market Value at time business started
- Land value at time business started
- Cost of any major improvements to property this year
- Utilities (Gas, Electric, Trash)
- House Insurance
- Rent paid

Additional Notes:

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