



## TAX PREPARATION CHECKLIST

Check the boxes that apply to you and gather all your tax forms and documents before filing your tax return. If you have documents that are not on the list, give them to your tax professional to ensure you do not overlook anything and to avoid tax filing delays.

### PERSONAL

- Name, Address, Phone, Email for taxpayer and spouse
- Date of Birth and Social Security Number for taxpayer, spouse and dependents
- Copy of Driver License or Picture ID for taxpayer and spouse
- Copy of Prior Year Tax Return (if available)
- IRS IPPIN Notice CP01A - tax returns filed with a PIN #
- IRS Notices (e.g., amendment, proposed changes, offsets)
- Bank Routing & Account Number (tax refunds direct deposited)

### INCOME

- W-2 (wages, salaries, tips)
- K-1 Income Partnerships, S-Corp, C-Corp, Non-Profit, Trust
- Real Estate, Rental, Alimony, Farming, Jury Duty, Scholarships
- Gig Economy (cash, goods, bitcoin, rideshare, delivery, online store)
- 1099-NEC non-employee compensation (at least \$600)
- 1099-MISC rents, royalties, prizes, gambling, awards
- 1099-K payment card, third party networks (e.g., PayPal, Cash App, Square)
- 1099-G government, unemployment, offsets
- 1099-C cancellation of debt
- 1099-B capital gains
- 1099-R retirement income, IRA, 401K, pension and annuities
- 1099-INT interest income
- 1099-DIV ordinary dividends
- 1099-S sale of property, real estate
- SSA-1099 social security benefits



### ADJUSTMENTS AND CREDITS

- 1095-A health insurance marketplace
- 1098 mortgage interest
- 1098-E student loan interest
- 1098-T tuition expense, student expense (AOTC, Lifetime Learning)
- Earned Income Credit EIC and Child Tax Credit CTC
- Child and Dependent care (need center name, address, phone, EIN)
- First-time homebuyer, residential energy, alternative fuel, moving expenses, etc.
- Adoption credit, alimony paid, savers credit IRA, health savings, etc.

### ITEMIZED DEDUCTIONS AND CREDITS

- Medical and dental expenses
- State, local sales tax, mortgage interest, points, insurance premiums
- Gifts, donations to charity, investment interest, casualty and theft losses
- Gambling losses, unrecovered investments, disabled work expenses
- Other deductions and credits

### SMALL BUSINESS (SCHEDULE C AND 1120-S CORPORATION)

#### INCOME

- Income Types: Self-Employed, Freelance, Independent Contractor, Gig-Work
- Cash, check, gross receipts, sales revenue, COGS, other income
- Cash received through Pay Pal, Cash App, Zelle, Square, Apple Pay

#### EXPENSES

- Employee wages, commission, profit sharing, contractors
- Office supplies, phone, internet, training, seminars, professional fees
- Uniforms, permits, charity donations, employee benefits, insurance
- Rent, lease, repairs, utilities, rental insurance, maintenance
- Homeowners insurance, mortgage payments and interest
- Travel and entertainment, meals, gifts, tips, other
- Auto and truck repairs, maintenance, fuel, mileage, premiums
- Auto tax, tag & title, insurance, tolls, parking
- Tax prep fee, association dues, safe deposit box
- Other business expenses