



Tax Preparation Checklist

The requirements for filing your taxes depend on your situation. Determining this can be complex, but we are here to help!

Before you submit your client intake sheet, review the following checklist to find the tax documents and forms that apply to your tax situation. Reference this sheet to ensure you have all necessary documents for submission.

Sign Up for ID.me!!! [Click Here to sign up for IRS Online Account](#)

Q: Why do I need to sign up for ID me?

A: It will allow you to access your child tax credit and stimulus notices without having to wait for them in the mail. Also, it will allow us to access past tax returns and notifications if necessary.

Personal Information

- ☐ Demographic info (name, social security number, DOB, email, phone number)
- ☐ Spouse's Demographic Info (if applicable)
- ☐ Identity Protection PIN for any household members
- ☐ Bank routing and account information

Dependent(s) Information

If you are a parent or caregiver, you will need the following information before filing your tax return.

- ☐ Dates of birth and social security numbers of all dependents (including images of social security cards and birth certificates)
- ☐ Childcare, school, or shot records for each dependent
- ☐ Income of dependents (if applicable)

Income Documentation

Many of these forms won't be needed to file taxes every year. Check off the items below as they apply to you for this tax season.

Employed

☐ W-2

Unemployed

☐ Unemployment (1099-G)

Self-Employed

☐ 1099-NEC

☐ Schedule K-1

☐ 1099-MISC

☐ Records of all expenses (cancelled checks, credit card statements, receipts, etc.)

☐ Electronic income records (PayPal, business bank statements, Cash App, Venmo, etc.)

Rental Income

☐ Records of income and expenses

Retirement Income

☐ Pension/IRA/annuity income (1099-R)

☐ Social security/RRB income (SSA-1099, RRB-1099)

Savings & Investments or Dividends

☐ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)

☐ Income from sales of stock or other property (1099-B, 1099-S)

☐ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)

☐ Transactions involving cryptocurrency

Other Income & Losses

☐ Gambling income (W-2G or records showing income, as well as expense records)

☐ Trust income

☐ Royalty Income 1099-MISC

☐ Any other 1099s received

☐ Record of alimony paid/received with ex-spouse's name and SSN

Deduction Documentation

You probably won't need all documents listed below for your return. Check them off as they apply to your tax situation. The items below may reduce the amount of your income that is taxed. This may help increase your tax refund, or lower the amount you owe. The amount remaining after adjustment is known as your Adjusted Gross Income (AGI).

Home Ownership

- ☐ 1098 forms or other mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements (e.g., solar panels)

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☐ Records of non-cash charitable donations
- ☐ Amounts of miles driven for charitable or medical purposes

Medical Expenses

- ☐ Out-of-pocket expenses paid for healthcare, insurance, and to doctors, dentists, and hospitals not

Health Insurance

- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

Childcare Expenses

- ☐ Childcare expenses paid to childcare provider (Must include provider's name, social/EIN, and address)
- ☐ Expenses paid through a dependent care flexible spending account at work

Educational Expenses

- ☐ 1098-T from educational institutions
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarships or fellowships you received
- ☐ Form 1098-E if you paid student loan interest

K-12 Educator Expenses

- ☐ Receipts for classroom expenses (for educators in grades K-12)

Retirement & Other Savings

- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA contributions
- ☐ All other 5498 series forms (5498-QA, 5498-ESA)

Federally Declared Disaster

- ☐ City/county you lived/worked/had property in
- ☐ Records to support property losses (appraisal, clean-up costs, etc.)
- ☐ Records of rebuilding/repair costs
- ☐ Insurance reimbursements/claims to be paid

☐ FEMA assistance information

☐ Check the **FEMA website** to see if your county has been declared a federal disaster area

Any Taxes Paid by You

- * State and local income taxes
- * Real estate taxes
- * Personal property taxes
- * Vehicle license fees

Additional information

- * Self-employed estimated tax payments made during the year
 - * Prior-year refund applied to the current year plus any amount paid with an extension to file
- Foreign bank account information (bank name, location, account number, etc.)

If you have any questions or concerns, feel free to reach out to us.



Call or Text : 219 202-5621

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