Roybal's Income Tax Service

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Checklist – 2025 Tax Return

ALL PAPERWORK MUST BE ACCOMPANIED BY A COMPLETED "CLIENT INFORMATION FORM", FOUND ON OUR WEBSITE, UNDER CHECKLISTS/FORMS. PLEASE HAVE ALL OF YOUR PAPERWORK OUT OF THEIR ORIGINAL ENVELOPES.

GENERAL INFORMATION & INCOME:

____ 1. **Copy of last year's Fed & State Tax Returns (New Clients Only)**

____ 2. **Copy of Driver's License/State Issued ID or you may write down your Driver's License number, date issued, and expiration date. (New Clients OR If Your License Expired Last Year)**

____ 3. **Taxpayer's and Dependent's Social Security Numbers, Full Names (as they appear on Soc.Sec. Card), and Birthdates**. (**New Clients or for a New Dependent)**

____4. **All Income Statements**: W-2's, 1099's, Social Security, Unemployment, Retirement (1099-R)

____ 5. **Records of Other Income and Expense**: Sale of Property (Final Closing Statement (found with your Escrow package) and a list of improvements, if you have a capital gain), Rental Income & Expenses, Investment Interest, Dividend Income, Sale of Stocks, Farm Income.

DEDUCTIONS:

____ 6. **Medical Costs:** Total Out-of-Pocket expenses paid for doctors, dentists, eye glasses & exams, lab fees, monthly premiums, prescriptions & over the counter medications, and travel (mileage). (Must total over 7.5% of gross income to be deductible)

____ 7. **Property Tax Statements, Sales Tax (large items such as a Car Purchase, etc), DMV fees**

___ 8. **Interest Paid:** Mortgage Statement (Form 1098). Final Closing Statement from Escrow for purchase, sale or refinance of properties.

___ 9. **List of Contributions:** to Charities and Religious Organizations. (by Cash, Check or Credit Card) & Non Cash Items Donated (Thrift Store Value of Items) These need to be two separate totals.

___ 10. **Employment Expenses (As of 2018, W2 wage earners can no longer take a deduction for employment expenses on Fed Returns but they can still take these expenses on the State Return)**:
Home Office Supplies, Safety Equip. (shoes, gloves, etc.), Uniforms & Protective Clothing, Laundering of Uniforms, Tools & Supplies, Travel, Auto Expenses (business mileage), Cell Phone, Home Office Expense, Etc. all totaled by category.

___11. **Child Care Expenses**: $ Amt paid, Name, Address, Phone, Social Sec.# or Tax ID# of provider.

___12. **College Tuition** (Taxpayers and Dependents): $ Amount paid for Tuition (Form 1098-T) and if Grad or Undergrad (if Undergrad, list how many years you have claimed the Education Credit per student (NEW CLIENTS ONLY), $ amount for books/supplies/computers, if required for course.

___13. **Overtime Deduction - Last Paystub of the Year:** We will need your last paystub of the year to determine your eligibility of the Overtime Deduction. For more details on this new deduction, please refer to our website.

___14. **Car Loan Interest Deduction:** Enclose the year, make, model, and VIN for your newly purchased vehicle and the last billing statement of the tax year so we know the total amount of interest you paid. The final assembly of your new vehicle must have taken place in the Unites States. For more information on this new deduction and eligibility, please refer to our website.

___15. **Losses Sustained**: Accidents, Fire, Theft, etc. (Out of Pocket Expense must total over 10% of gross income to be deductible.)

<u>OTHER - MISCELLANEOUS:</u>

___16. **Health Insurance –** As of tax year 2019, there is no longer a penalty fee for not having health insurance. **However**, if you have health insurance through Covered CA or The Exchange, you must provide the 1095-A form.

___17. **Automatic Deposit of Refund –** Bank Name, Account #, Routing Number and Type of Account (i.e. checking or savings, include a cancelled or copy of a check, if possible.)

CUT OFF DATE FOR MAIL-IN & DROP-OFF RETURNS IS FEBRUARY 16, 2026 FOR CORPORATE/ LLC RETURNS AND MARCH 23rd, 2026 FOR PERSONAL/ INDIVIDUAL RETURNS TO GUARANTEE COMPLETION BY THE TAX DEADLINE DATES! (Cutoff Date subject to change.)

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Electronic Filing (e-file). Your refund will be deposited into your account, or a check will be mailed to you at the address listed on your tax return…No additional fee charged for E-file.

Fees: State & Federal Income Tax Prep. Long forms **starting at** $180, Short Forms **starting at** $80, and Corporate Returns, LLC's & Estate Returns **starting at** $300.

Consultation Fee: Starting at $30 for phone or in-person consultation fee (which includes calls to calculate W4 withholdings).

Long Forms includes Federal and/or one State filing with Itemized Deductions (Sch. A) & Interest Income (Sch. B).
There may be **additional fees for** additional forms such as: Education Credit, EIC (Earned Income Credit), Child Care Credit, Business Income & Expense (Sch. C), Rental Income (Sch .E), Depreciation, and Sale of Property or Stocks (Sch. D), Special Deductions (Sch 1-A), multiple state returns, etc.
Short Forms include filing up to 4 W-2's at no additional fee. There may be **additional fees** for more than 4 W2/ 1099's and other additional forms such as: Education Credit, EIC (Earned Income Credit), Child Care Credit, Special Deductions (Sch. 1-A).

Miscellaneous fees:

1) Copies - $5 for each year requested.
2) Mail Out Returns - $5 shipping & handling flat fee for all paperwork mailed by regular USPS mail and Actual Charges for USPS Priority Mail, UPS Ground and Fed X mailings – **NOTE:** Returns completed and mailed out to clients will **not** be electronically filed until the signed E-File Authorization and Payment is received. 3) DocuSign & Electronic Services - $6 for DocuSign and Electronic Copies found in the Client Portal.

Tax Preparation Fee – Payment is made at final pick-up of paperwork OR by mail/ Client Portal when returning the E-file Signature forms to our office. Payment accepted by CASH, CHECK, OR CREDIT/DEBIT CARD ($1 additional fee for Credit & Debit Cards). We ACCEPT Visa, Mastercard & Discover cards ONLY. You may also call in your Credit Card number during office phone hours.

Office Hours: During Tax Season: January 19TH - April 15th, 2026
Monday-Thursday: 9:00am to 7:00pm
Friday: 9:00am to 6:00pm
Saturday: 9:00am to 4:00pm
Sunday: CLOSED/ By Appointment Only

NOTE: CLOSING AT 4:00 PM ON 4/15/2026 (dates & times of closing are subject to change)

DROP OFF HOURS: Every day/any time during office hours or through our mail slot on the front door on Grand Ave.

We will be out of the office from April 16th, 2026 through May 5th, 2026 as well as November 20th, 2026 through December 1st, 2026 and December 18th, 2026 through January 8th, 2027. These dates are tentative and subject to change.

Office Hours During the "off season", (May 6th - December 17th): Hours will vary, please refer to our website for current office hour information.

Important Deadline Dates: Corporate Returns – March 17th
LLC's-Partnership Returns – March 16th
Personal Income Tax Returns – April 15th,

If you file an Extension: Corporate Returns – September 15th
LLC's-Partnership Returns – September 15th
Personal Income Tax Returns – October 15th,

****IF YOU RECEIVED A REFUND EVERY YEAR AND EXPECT A REFUND THIS YEAR, YOU HAVE AN AUTOMATIC 6 MONTH EXTENSION****

NOTE: WE WILL BEGIN TAKING APPOINTMENTS FOR 2026 INCOME TAX PREP. ON MONDAY, NOVEMBER 2nd, 2026 at 9am by phone or the online scheduling program located on our website.

Thank you for your continued business!
~Roybal's Income Tax Staff