Gavrel Financial Services

423 Mason Park Blvd. Ste B Katy, TX 77450

# 2023 CHECKLIST FOR TAX PREPARATION

* Address changes? Change in filing status? New spouse? Need dates of birth & SS#.
* Claiming same dependents? Are there any NEW children/dependents? Need dates of birth & SS#.
* IRS Identity Protection PIN# for taxpayer and/or spouse? We recommend requesting one if you do not have one (https://www.irs.gov/identity‐theft‐fraud‐scams/get‐anidentity‐protection‐pin)
* Any estimated tax payments attributable to tax year? Applied refund?
* W‐2 forms from all employers?
* W‐2G for gambling winnings? Gambling losses?
* Any childcare/dependent care expenses?
* 1099‐Int, 1099‐Div, 1099‐B from brokerage firms/banks?
* Capital Gains/Loss sale data? (Basis and date of purchase if not on 1099‐B)
* Virtual $ holdings? (Bitcoin, Cryptocurrency, etc.)
  + When purchased? Any Sale Proceeds/Date?
* 1099-SSA for Social Security Payments received?
* 1099‐R Retirement Distributions? IRA Contributions made?
* 1099‐Q from Education Sav Plans/529 plans? 1098‐T for tuition?
* 1099‐SA for HSA distributions?
* 1099‐G Unemployment Benefits?
* 1099‐Misc Royalties?
* 1099‐C for Credit Forgiveness…was it for your residence/student loans?
* Form 1098 from Mortgage Co. (100% of Home Equity Loans MUST BE USED FOR HOME IMPROVEMENTS/UPGRADES)
* Property tax data? (if not escrowed)
* Donations to Charity?
* Medical Exp?
* Sch C/Self‐Employed Form 1099‐NEC?
  + Franchise Tax Letter for LLC for St of TX Filing?
  + Any Inventory at year end
  + Records of mileage for auto expenses
  + SEP Funding
  + Cell Phone, Meals, Adv, Supplies, Office, Prof Fees, Other Exp…etc.
  + Home Office
* Rental Property? (Rent Income and Expenses)
  + If new, need Closing Summary Document
  + Franchise Tax Letter for LLC for St of TX Filing?
* Any letters/correspondence from IRS?
* Direct Deposit Info? Need bank name, account #, and routing #
* Updated Driver’s License (number, issue date, expiration date)
* Proper documentation if purchased an Electric Vehicle