

## CHECKLIST

Any "YES" answers we need documentation for those items.

### Personal Information:

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- Copies of last years tax return for you and your spouse **(NEW CLIENTS ONLY)**

### Income for the tax year

#### Wages, tips, and other compensation from employment

- W-2 forms
- Tips and household employee wages not reported on W-2 forms

#### Retirement income

- 1099-R forms for distributions from retirement plans (like IRAs), pensions, and annuities
- SSA-1099 and RRB-1099 forms for Social Security and Railroad Retirement Board benefits

#### Self-employment income (Schedule C)

- 1099-NEC forms for non-employee compensation
- 1099-K forms from a payment processor or online marketplace
- Sales records
- Profit and loss statements
- Expense receipts and records, including for the business use of your home or vehicle, and cost of goods sold

#### Rental income

- 1099-MISC forms showing rent payments received
- Rents received but not reported on 1099-MISC forms
- Number of days property is rented

### Income for the tax year (cont.)

- Receipts and other records for expenses
- Depreciation schedules

### Real estate sales income

- 1099-S forms for proceeds from sale of real estate
- Escrow closing statements
- Basis information for property sold

### Farm income (Schedule F)

- 1099-G forms for government payments
- 1099-PATR forms for distributions from cooperatives
- 1099-MISC forms for pasture rental income, crop insurance proceeds, or other miscellaneous income

### Other common forms of income

- Alimony received for divorce finalized before 2019 (records of alimony payments)
- Business income from S corporations, partnerships, and LLCs (Schedule K-1 forms)
- Gambling winnings (W-2G forms)
- Prizes or awards (records showing amount or value)
- Refund of state or local income tax (1099-G forms)
- Scholarships in certain cases (records showing scholarship's purpose and use)
- Stock options (dates, stock value, and other related information)
- Unemployment compensation (1099-G forms)

### Tax deductions

#### Alimony deduction (only if divorce finalized before 2019)

- Amount of alimony paid
- Ex-spouse's Social Security number

#### Charitable gifts deduction

- Receipts, bank or credit card statement, or other records for cash donations
- For gifts of \$250 or more, a written acknowledgment from donee
- 1098-C forms for contributions of motor vehicles, boats, and airplanes
- Appraisals for donated property over \$5,000 (\$500 for clothing and household items)
- Mileage for use of your motor vehicle for volunteer work

## Tax deductions (cont.)

### Medical and dental expense deduction

- Receipts and other records for unreimbursed medical or dental expenses
- Out-of-pocket health and dental insurance premiums, including for Medicare and long-term care insurance
- Mileage for use of your motor vehicle for medical reasons
- Lodging expenses while traveling for medical care

### Mortgage interest and points deduction

- 1098 forms
- Home mortgage interest or points not reported on 1098 forms

### State and local taxes (SALT) deduction

- Estimated state and local income tax payments
- Sales tax payment records if you're deducting sales taxes instead of income taxes
- Real estate tax payment records, including escrow closing statements
- Personal property tax payment records, including for vehicle license fees

### Student loan interest deduction

- 1098-E forms or loan statements if 1098-E form not received
- Loan origination fee or capitalized interest records (for loans made before September 1, 2004)

### Other common tax deductions

- Archer medical spending account (MSA) deduction (5498-SA forms)
- Disaster/casualty and theft loss deduction (records showing amount of loss, basis and value of damaged or stolen property, insurance reimbursements)
- Gambling losses (receipts, raffle tickets, and other gambling records)
- Health savings account (HSA) deduction (5498-SA forms)
- Investment interest expense deduction (records for loans to buy investment property)
- Moving expense deduction for military personnel (records showing deductible moving expenses)
- Self-employed health insurance deduction (premium payment records, Form 1095-A)

## Tax credits

### Adoption credit

- Receipts for qualified adoption expenses, including for legal, medical, and transportation costs
- Employer reimbursements of adoption expenses (if any)

### Child and dependent care credit

- Amount paid for care
- Care provider's name, address, and taxpayer identification number

**Tax credits (cont.)**

Clean vehicle credit (for purchase of electric, plug-in hybrid electric, or fuel cell vehicle)

- Time-of-sale report from dealer (also called a "seller report")
- MSRP (manufacturer's suggested retail price), if you buy a new vehicle

Education tax credits (American Opportunity and Lifetime Learning Credits)

- 1098-T forms
- Records for qualified educational expenses not included on 1098-T forms

Home Energy Credits (Energy-Efficient Home Improvement and Residential Clean Energy Credits)

- Receipts and records for qualified energy-saving upgrades and the installation of qualified clean energy systems in your home
- Kilowatt capacity of fuel cell systems (if applicable)

Premium tax credit

- 1095-A forms

Retirement savings contributions credit (Saver's Credit)

- Amounts contributed to eligible retirement accounts and ABLE accounts

Taxes you've paid

- Estimated or other tax payments for the tax year (including tax paid with extension)
- Prior-year refunds applied to the current tax year

**Dependents Information**

Dependents Name First Middle Last	Date of Birth	Social Security #	Relationship	Number of months lived with during tax year

**Bank Information**

<b>Account Type</b> Checking <input type="checkbox"/> <input type="checkbox"/> Savings	<b>Bank Name</b>
<b>Routing #</b>	<b>Account #</b>