

CHECKLIST

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

Personal Information:

Name:

Date of Birth:

SSN:

Occupation:

Address:

City:

State:

Zip:

Email:

Phone:

Marital status pm 12/31/2025 (single, married, divorced, legally separated, registered domestic partnership RDP or widowed)

Name:

Date of Birth:

SSN:

Occupation:

Email:

Phone:

Military Status:

Active Duty, Reserves or National Guard (circle one)

Pay Grade (Combat zone or Hazardous Duty)

Reserves only : Travel more than 100 miles from home?

☐Yes

☐No

Average Miles travelled:

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

INFORMATION ABOUT YOUR INCOME

- ☐ W-2 forms for you and your spouse
- ☐ 1099-C forms for cancellation of debt
- ☐ 1099-G forms for unemployment income, or state or local tax refunds
- ☐ 1099-NEC (or 1099-K if you're paid through third party such as Paypal, Venmo etc. forms for you and your spouse for any independent contract work.
- ☐ Form 1099-R (for IRA/pension distributions)
- ☐ 1099-S forms for income from sale of a property and settlement statement
- ☐ 1099-INT, 1099-DIV, 1099-B, Or K-1s for investment or interest income from banks
- ☐ SSA-1099 for Social Security benefits received
- ☐ Alimony received (Not Child Support)
- ☐ Business or farming income-profit/loss statement, capital equipment information (see self employed checklist)
- ☐ Rental property income and expenses-profit/loss statement, suspended loss information
- ☐ Prior year installment sales information-Forms 6252, principal and interest collected during the year, SSN and address for payer.

REMEMBER TO REPORT ALL INCOME YOU RECEIVE, INCLUDING:

- ☐ Overtime Pay (if not on W2- End of year pay stub)
- ☐ Business income or K-1 share holder statement
- ☐ Rental real estate, royalties, partnerships, S corporations, trusts, etc.
- ☐ Unemployment compensation
- ☐ Stock options
- ☐ Gambling Winnings 1099 forms
- ☐ Payments for jury duty
- ☐ Scholarships
- ☐ Cancellation of debt
- ☐ Taxable Health Savings Account (HSA) distribution
- ☐ Prizes and awards
- ☐ Crypto currency
- ☐ Tip Income from W2, 1099 or your electronic self reporting

ADJUSTMENTS TO YOUR INCOME

The following items can help reduce the amount of your income that is taxed, which can increase your tax refund, or lower the amount you owe.

- ☐ Alimony paid for divorces executed prior to 2019 (need name, DOB, and SSN, and date of divorce)
- ☐ Form 1098-E for student loan interest paid (or loan statements for student loans)
- ☐ Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- ☐ For teachers: canceled checks or receipts for expenses paid for classroom supplies, etc.
- ☐ Records of IRA contributions made during the year
- ☐ 1095-A Self purchase health insurance (marketplace)
- ☐ Keogh, SEP, SIMPLE, and other self-employed pension plan
- ☐ Any major purchases

DEDUCTIONS AND CREDITS

- ☐ Child care costs: providers name, address, tax ID and amount paid
- ☐ Education costs: Form 1098-T, education expenses (books, supplies)
- ☐ 529 Qualified tuition programs (1099-Q)
- ☐ ESA (Education Savings Account)
- ☐ Adoption costs: SSN of child; records of legal, medical and transportation costs
- ☐ Forms 1098: mortgage interest, private mortgage insurance (PMI) and points you paid (purchase or refinancing)
- ☐ Settlement statement on purchase or re-fi of home
- ☐ Investment interest expenses
- ☐ Disaster/ Casualty from federally declared disaster
- ☐ Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out of pocket expenses
- ☐ Medical and dental expense records
- ☐ Records of business use of home expenses for self-employment, home size/office size, home expenses
- ☐ 1099 SA Records of Medical Savings Account (MSA) contributions or health savings account (HSA)
- ☐ 2025 new vehicle purchased – interest paid
- ☐ Capital loss carryover

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 new vehicle
- ☐ VIN # (vehicle identification number)
- ☐ Purchase/ Installation for charging station/ dock

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 Main home solar elec, solar hot water, geothermal heat pump, wind turbines, battery storage technology, fuel cell property, windows , sky lights, doors, floors, insulation, central AC - NG, propane or oil furnace or boilers. NG heat pump or heat pump water heater. Electric heat pump or water heater. Panel boards, sub panel boards, branch circuits or feeders. Home energy audit. Biomass stoves (wood, pellet, NG, propane)

TAXES YOU'VE PAID

- ☐ Real estate taxes paid
☐ Personal property taxes
☐ Vehicle license fees based on the value of the vehicle (vehicle registration fee)

OTHER INFORMATION

- ☐ Estimated tax payments made during the year (self-employed)
☐ Prior-year refund applied to current year and/or any amount paid with an extension to file
☐ Foreign bank account information: (location, name of bank, account number, peak value of account during the year)
☐ Pin (personal identification number) assigned by the IRS

Dependents Information

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

Bank Information

Account Type Checking Savings	Bank Name
Routing #	Account #