

Tax Return Preparation Checklist

for the 2024 tax year

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GENERAL INFORMATION TO PROVIDE

ID Information

- ☐ Names and birth dates for you, your spouse and your children/dependents
- ☐ Copy of Social Security card for you, your spouse and your children/dependents
- ☐ Copy of front and back of driver's license for you and your spouse
- ☐ Copy of birth certificate(s) for your children/dependents

Bank Information

- ☐ Bank account number and routing number if you want direct deposit/debit of refund/tax due

Prior Tax Return

- ☐ Copy of last year's tax return

TAX DOCUMENTATION TO PROVIDE

ESTIMATED TAXES PAID

- ☐ Record of all estimated tax payments made

SOURCES OF INCOME

Employment

- ☐ W-2 for wages, tips and bonuses
- ☐ Copy of last pay stub of 2024

Self-Employment

- ☐ 1099-NEC for pay from client(s)
- ☐ K-1 for income from partnerships or certain corporations
- ☐ Any other record of income not already shown on 1099's or K-1's
- ☐ Record of all self-employment expenses
- ☐ Amount of miles driven for self-employment purposes
- ☐ Business-use asset information (i.e. cost, date placed in service, etc.) for depreciation
- ☐ Home office information, if applicable, such as square footage, prorated home expenses, etc.
- ☐ Record of estimated tax payments made

Unemployment & Family Leave

- ☐ 1099-G for unemployment and/or family leave benefits

Retirement Income

- ☐ SSA-1099 for Social Security benefits
- ☐ 1099-R for income from pensions, IRAs, annuities, etc.
- ☐ Record of basis (i.e. the amount you contributed AFTER-TAX) in traditional IRAs

Savings & Investments

- ☐ 1099-INT for interest
- ☐ 1099-DIV for dividends
- ☐ 1099-B for summary of all securities sales
- ☐ Record of transaction dates and costs in securities where basis was not reported on 1099-B
- ☐ 1099-S for real estate sales
- ☐ 1099-SA for Health Savings Account reimbursements
- ☐ 1099-LTC for Long Term Care insurance benefits
- ☐ 1099-Q for distributions from qualified education plans
- ☐ K-1 for income from partnerships or certain corporations
- ☐ Record of investment-related expenses such as advisor fees, security borrowing costs, etc.
- ☐ Record of transactions involving crypto assets

Rental Properties

- ☐ Record of all income and expenses
- ☐ Rental asset information (cost, date placed in service, etc.) for depreciation
- ☐ Closing statement from any investment property purchase or sale
- ☐ Record of estimated tax payments made

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SOURCES OF INCOME (continued)

Other Income & Losses

- ☐ 1099-G for state tax refunds
- ☐ W-2G for reported gambling winnings
- ☐ Record of all gambling winnings not reported on W-2G
- ☐ K-1 for income from a trust
- ☐ 1099-MISC for royalty income
- ☐ 1099-C for cancellation of debt
- ☐ Record of jury duty expenses
- ☐ Record of hobby income and expenses
- ☐ Record of prizes and awards
- ☐ Record of alimony paid and/or received, including ex-spouse's name and SSN
- ☐ All other 1099's

DEDUCTIONS & CREDITS

Home Ownership

- ☐ 1098 for mortgage interest
- ☐ Record of any interest not reported on 1098
- ☐ Record of real estate taxes paid
- ☐ Record of energy-saving home improvements such as solar panels, solar water heater, etc.

Charitable Donations

- ☐ Record of cash amounts donated to houses of worship, schools or other charitable organizations
- ☐ Notes of Qualified Charitable Distributions ("QCDs") made, if any (they're included in your IRA's 1099-R)
- ☐ Record of non-cash contributions such as clothes, housewares, vehicles, etc.
- ☐ Amount of miles driven for charitable purposes

Medical, Dental & Vision Expenses

- ☐ Record of amounts paid for insurance premiums and out of pocket expenses for medical, dental and vision
- ☐ Amount of miles driven for medical and healthcare purposes

Health Insurance

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

Childcare Expenses

- ☐ Record of fees paid to child care providers. Also provide the provider's EIN or SSN
- ☐ Record of wages paid to a baby-sitter

Educational & Educator Expenses

- ☐ 1098-T for payments to educational institutions
- ☐ 1098-E for student loan interest
- ☐ Record of contributions to qualified education savings plans such as 529s
- ☐ Record of itemized qualified educational expenses
- ☐ Record of scholarships or fellowships received
- ☐ Record of unreimbursed classroom expenses (for K-12 teachers)

State & Local Taxes

- ☐ Record of state/local income tax paid or amount of state and local sales taxes paid
- ☐ Record of vehicle sales taxes paid

Retirement & Other Savings

- ☐ 5498-SA for Health Savings Account contributions
- ☐ 5498 for IRA contributions and year-end balances
- ☐ All other 5498's

Federally Declared Disaster

- ☐ City/county in which you lived, worked or had property
- ☐ Record of property loss costs such as appraisals, clean-up costs, etc.
- ☐ Record of rebuilding/repair costs
- ☐ Record of insurance claims paid or payable

Other Credits

- ☐ Information of Qualified Plug-In Electric Drive Motor Vehicles purchased, if any