

# Tax Season Preparation Checklist

## ☐ **Personal Information**

- ☐ Social Security Numbers (SSN) or Individual Taxpayer Identification Numbers (ITIN) for you, your spouse, and dependents
- ☐ Dates of birth for all listed on the return
- ☐ Bank account and routing numbers for direct deposit or payment

## ☐ **Income Documentation**

- ☐ **W-2 Forms:** From all employers
- ☐ **1099 Forms:** Covering various income types:
  - ☐ **1099-NEC** or **1099-MISC** (Self-employment or freelance income)
  - ☐ **1099-K** (Third-party payments, e.g., Venmo or PayPal)
  - ☐ **1099-B** (Investment income, stock sales)
  - ☐ **1099-DIV/INT** (Dividends and interest)
  - ☐ **1099-G** (Unemployment or state refunds)
  - ☐ **1099-R** (Retirement distributions)
  - ☐ **1099-SA** (Health Savings Account distributions)
- ☐ Rental income statements and expenses (if applicable)
- ☐ Alimony received (if applicable)

## ☐ **Adjustments to Income**

- ☐ Contributions to IRA, HSA, or self-employed retirement accounts
- ☐ Student loan interest (Form 1098-E)
- ☐ Educator expenses (for teachers)

## ☐ **Deductions and Credits**

- ☐ Medical and dental expenses
- ☐ Charitable contributions (cash and non-cash, with receipts)
- ☐ Childcare expenses (include provider's name, address, and tax ID)
- ☐ Education expenses (Form 1098-T and receipts for qualified expenses)
- ☐ Mortgage interest and property taxes (Form 1098)
- ☐ State and local taxes paid
- ☐ Energy-efficient home improvements or vehicle purchases (receipts and details)
- ☐ Business expenses if self-employed (mileage log, receipts, etc.)

## ☐ **Other Relevant Documents**

- ☐ Last year's tax return (especially helpful for first-time clients)

- ☐ IRS correspondence (e.g., CP notices or letters)
- ☐ Estimated tax payments made (dates and amounts)

☐ **For Business Owners**

- ☐ Income and expense records (organized by category)
- ☐ Asset purchase/sale details (for depreciation or capital gains)
- ☐ Payroll reports
- ☐ 1099-NEC forms issued to contractors

**Important Dates**

**January 16, 2025:** Final 2024 estimated tax payment due

**April 15, 2025:** Tax filing deadline (or file for an extension)

Staying organized makes filing faster, more accurate, and stress-free.

Need help with tax preparation or planning? Let's get started!