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**Checklist - Tax Return Prep (NEW CLIENT)**

## REQUIRED BEFORE TAX PREPARATION BEGINS

- ☐ Signed Engagement letter
- ☐ Completed Questionnaire (MUST PROVIDE STIMULUS PAYMENT INFO EVEN IF $0)
- ☐ Due Diligence Questionnaire (for tax credits)
- ☐ Copy of driver's license & Social Security card - you, spouse, and dependents (If not provided previously)
- ☐ Prior year's tax return copy (Federal and States) If not prepared by my office
- ☐ Void check (for DD of refund or auto draft of taxes due) if not previously provided or if changes were made

## IF APPLICABLE TO YOU

- ☐ W-2's
- ☐ 1099's - 1099R (retirement/pensions) 1099B (Stocks Brokerage combined 1099), 1099DIV (Dividend), 1099INT (Savings Account),
- ☐ 1099G (State Refund from last year)
- ☐ K1's (S-corps, partnerships in which you may have an interest)
- ☐ 1098 Mortgage Interest Statement
- ☐ Real Estate Taxes Paid (not assessed); This is usually on the 1098
- ☐ Charity – Total of cash or check donations. Contact me for records requirement
- ☐ Charity – Non-cash donations requirements:
  Provide: Name of Charity, date of donation, description of items, estimated cost, how acquired, estimated current market value of the items given.
- ☐ If sold/bought or refinanced your home, provide **Settlement Statements** of Purchased, Sold and/or Refinanced Property
- ☐ Any type of education documentation received from bank or education institution (student loan interest/tuition/529 plans)
- ☐ New Baby? Please provide social security numbers. Remember the daycare information if applicable.
- ☐ IRA/HSA/SEP/ROTH Contribution statements (Form 5498SA, 1099SA) evidence of contributions made i.e. statements
- ☐ Other: Alimony, Rental income/expense, Hobby, Gambling, State/local refunds, Educator expenses, Death Certificate, Letters of Administration, Separate Maintenance Agreement, etc…..