



Smart Key Financials – Tax Prep Client Checklist

Bring the receipts — literally and figuratively. Let's get you filed right the first time.



Personal Information

- Valid government-issued photo ID (for taxpayer and spouse)
- Social Security cards or ITIN letters (for everyone on the return)
- Date of birth for all dependents
- Bank account info (routing & account number for direct deposit)



Income Documents

- W-2s from all employers
- 1099s (NEC, MISC, INT, DIV, K, G, R, SSA, etc.)
- Self-employment income & expenses (with receipts or spreadsheet)
- Unemployment income (Form 1099-G)
- Rental income & expenses
- Cryptocurrency transactions (if applicable)



Deductions & Credits

- Childcare provider info (name, address, EIN/SSN, amount paid)
- Education expenses (Form 1098-T, receipts)
- Student loan interest (Form 1098-E) Miscellaneous Entertainment Income
- Medical expenses (if itemizing)
- Charitable donations (cash & non-cash with receipts)
- Mortgage interest (Form 1098)
- Property taxes
- Retirement contributions (IRA, 401(k), etc.)



Other Important Docs

- Last year's tax return (if new client)
- IRS letters (CP01A, 6419, 6475, etc.)
- Health insurance forms (1095-A, B, or C)
- Identity Protection PIN (if issued by IRS)

Consent form for late payments

In the event your tax return is withheld or applied to a delinquent obligation (e.g., child support, debt from another federal agency, or state income tax), you are still responsible for any outstanding preparation fees.

Please note that:

1. Any outstanding fees that are not paid by August will be automatically charged from your registered account.
2. If we are unable to collect these fees, you will be placed on a "No Show" list until your balance is settled.

Thank you for your attention to this matter.

Tax Preparation Fees: _____

Refund Amount: _____

Taxpayer's Printed Name:

Taxpayer Signature:

Date: _____

Consent to Disclosure of Income Tax Return Information

Taxpayer Name: _____

Tax Year(s): _____

Tax Preparer Name: _____

Purpose of consent

Federal law requires the taxpayer to give consent before a tax preparer can release the information on the return to third parties. By signing this form, you authorize [Name of Tax Preparer] to disclose your tax return information to the designated recipients listed below.

Authorized Disclosure

I, the undersigned taxpayer, authorize [Name of Tax Preparer] to provide the information on my tax return, including but not limited to income, deductions, credits, and other details on my return, for the following purposes:

1. **Designated Recipients**

1. Recipient Name: _____
2. Relationship/Organization: _____
3. Purpose of Disclosure: _____

2. **Specific Information to Disclose**

1. Complete income tax return
2. Specific forms (please listen): _____
3. Other (please specify): _____

3. **Purpose of Disclosure** **This information will be disclosed only for [state-specific reason, e.g., "financial loan application," "audit tax support," "investment advice"].**

Limitations on disclosure

This consent does not allow the tax preparer to disclose additional information or provide your return details to other parties who are not specifically authorized on this form without additional written consent.

Duration of consent

This consent is valid for one year from the date signed below, unless otherwise stated in writing.

Right to revoke consent

You have the right to revoke this consent at any time by providing written notice to [Name of Tax Preparer]. The revocation will not affect disclosures made prior to receiving the revocation in writing.

Acknowledgment and signature

By signing below, I confirm that I have read and understood this consent form. I consent to the release of my tax return information for the purposes described above.

Taxpayer Signature: _____ *Date:* _____

Spouse's signature (if applicable): _____ *Date:* _____

Notice

If you believe your tax return information has been disclosed or misused, you can contact the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484.

Consent to Use of Tax Return Information

Taxpayer Name: _____
Fiscal year(s): _____
Tax Preparer's Name: _____

Purpose of consent

Federal law requires that this consent form be signed by the taxpayer to allow the tax preparer to use the information on the tax return for purposes other than preparing and filing your return. By signing this form, you authorize the use of your tax return information for the specific purposes described below.

Authorized Use

I, the undersigned taxpayer, authorize [Name of Tax Preparer] to use the information on my tax return, including but not limited to, income, deductions, credits, and any other information provided on my return, for the following purposes:

1. **Future Tax Planning** – Analyze and develop strategies to minimize future tax liabilities.
2. **Financial Planning** – To assist in the development of comprehensive financial strategies, including retirement and investment planning.
3. **Audit Support** – Provide guidance and support if selected for an audit.
4. **Other Services** – Offer additional services, such as assistance with loans or financial transactions, that may benefit my financial well-being.

Limitations on consent

Your tax preparer will not disclose your information to third parties outside of these purposes without separate and explicit authorization.

Duration of consent

This consent is valid for one year from the date signed below, unless otherwise stated in writing.

Right to revoke consent

You have the right to revoke this consent at any time by providing written notice to [Name of Tax Preparer]. The revocation will not affect disclosures made prior to receiving the revocation in writing.

Acknowledgment and signature

By signing below, I confirm that I have read and understood this consent form. I agree to the use of my tax return information for the purposes described above.

Taxpayer Signature: _____ *Date:* _____
Spouse's signature (if applicable): _____ *Date* _____

Notice

If you believe that information on your tax return has been misdisclosed or misused, you may contact the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484.

