

Tax Return Client Checklist

INCOME DOCUMENTATION

- ___ *W-2 Statements* - from all employers, all copies
- ___ *1099 Statements* - from banks, mutual funds, stocks, retirement accounts, business income, 3rd party payment apps
- ___ *State Tax Refunds* - only if you itemized deductions last year
- ___ *Alimony Received* - this is not child support
- ___ *Capital Gains and Losses* - cost basis of stock or other investments sold
- ___ *Crypto Currency (Bitcoin)* treated like a purchase and sale of stock
- ___ *Social Security income*
- ___ *Unemployment income*

SELF-EMPLOYED INCOME – need income and all expenses

RENTAL INCOME – need income and all expenses

ADJUSTMENTS TO INCOME

- ___ *IRA or Roth IRA Contributions* - exact amount needed
- ___ *Student Loan Interest* - most lenders send a 1098-E or go to their website
- ___ *Educator Expenses* - up to \$300 per teacher can be deducted
- ___ *Alimony Paid* - not child support; divorces prior to 2019 only
- ___ *Health Savings Account contributions* – those not included on a W2

CREDITS

- ___ *Energy Efficient Home Improvement Credit* – up to 30% of total improvement cost
- ___ *Residential Clean Energy Credit* – solar, geothermal installation cost
- ___ *Education Credit* - form 1098 from college tuition statement
- ___ *Child or Dependent Care Expenses* - need receipt, amount paid, name, address, and social security number or tax ID# of provider.
- ___ *Adoption Credit*

DEDUCTIONS – totals must exceed standard deduction (S \$15750, MFJ \$31500, HOH \$23625)

- ___ *Medical Expenses* - including doctors, dentists, hospitals, prescriptions, travel (must exceed 7.5% of AGI)
- ___ *State & Local Income Taxes Paid* - available on W-2's
- ___ *Property Taxes* - form 1098 from mortgage company or amount paid if not escrowed
- ___ *Auto Excise Taxes* - excise & wheel tax from vehicle registration
- ___ *Mortgage Interest Paid* - form 1098 from mortgage company
- ___ *Charitable Contributions* -both cash and non-cash donations
- ___ *Casualty or theft losses* - if loss occurred in a federally declared disaster area
- ___ *Gambling Losses* - if claiming gambling winnings

INDIANA DEDUCTIONS AND CREDITS

- ___ *Renters Deduction* - total rent paid, name and address of landlord
- ___ *Property Tax Deduction*
- ___ *College Donation Credit* - donations made to Indiana colleges and universities
- ___ *Private School/Homeschool* – based on number of dependents enrolled
- ___ *Indiana College Choice 529 Contributions* - contributions to Indiana plan & account number
- ___ *Neighborhood Assistance Credit* - donations to certain qualified Indiana charities
- ___ *Public School Educator Expense Credit* - for materials and supplies up to \$500

ESTIMATED TAXES PAID

- ___ *Federal Quarterly Estimates Paid* - amount and date paid
- ___ *State Quarterly Estimates Paid* - amount and date paid

Miscellaneous information: