

2023 Tax Checklist

Items to Gather for Tax Preparation



Personal Information

- Social Security Card and Date of Birth for all on Tax Return (1st yr. VTE clients only)
- Marital Status as of December 31st of Tax Year Engagement Letter **signed**
- Copy of front of Driver's License, if new in last year

Dependent(s) Information

- First Year Clients Only: Dates of birth and social security cards. Birth Certificates
- Childcare records (including the providers tax ID number, name and address as well as child's name and address) if applicable.
- Income of adults and children in your home, if any.
- Document showing child's name and address as the same as yours (ex: school records, health records, doctor billing records, prescription, Husky card, landlord record)
- Form 8832 if applicable. (This shows that the child's custodial parent is releasing their right to claim a child to you, the non-custodial parent).
- Copy of Divorce Decree

Sources of Income

Employed

- Forms W-2

Unemployed

- Unemployment, state tax refund (1099 – G)

Self-Employed

- Forms 1099-NEC, 1099-MISC, 1099K, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all categorized expenses- you should have check registers or credit card statements and receipts as supporting documentation.
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in-home information, if applicable.
- Record of estimated tax payments made (Form 1040ES, include Dates and Amounts, Federal and State)

Rental Income

- Records of income and categorized expenses
- Rental Asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040ES)

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)
- Social security income (1099-SSA or RRB-1099)
- 5498 forms received

Savings & Investments or Dividends

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099- B, 1099-S). Also needed for virtual currency.
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- Health Savings Account and long-term care reimbursements (1099-SA, 5498-SA or 1099-LTC)

Other Income and Losses

- Gambling income (W-2G) /Loss Statements
- Jury Duty Records
- Hobby income and expenses
- Prizes and awards
- Record of alimony paid/received with Ex-spouse's name and social security number
- Trusts
- Royalty income (1099-Misc)
- Any other 1099s received
- Divorce Decree if applicable – signed and dated

Types of Deductions

Home Ownership

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy saving home improvements

Charitable Donations (over \$250 requires receipt)

- Cash amounts donated to houses of worship, schools, other 501C3 charitable organizations
- Records of non-cash charitable donations
- Amounts of miles driven for charitable purposes

Medical Expenses (only gather and total expenses if substantial and NOT reimbursed)

- Amounts paid for healthcare insurance and to doctors, dentists and hospitals.
- RX, Glasses, Devices, Diagnostic Tests, LTC expenses
- Number of Miles driven to appointments

Health Insurance

- Form 1095-A, B or C if you enrolled in an insurance plan.

Childcare Expenses (Indicate which expenses paid through a flexible spending account at work.)

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
- Wages paid to a babysitter.
- Tax ID and address for each childcare provider

Educational Expenses

- Forms 1098-T from educational institutions
- Records of any scholarships or fellowships you received (if received, you may need to provide Receipts with itemize qualified educational expenses, an Account Transaction History from institution.
- Form 1098-E if you paid student loan interest

State & Local Taxes or Sales Tax

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid.
- Personal Property taxes paid
- Sewer and/or fire tax paid
- Record of estimated tax payments made (Form 1040ES)

Please reach out to the Valerio Tax Edge office with any questions. 203.283.9204.

Note: This is not meant to be an all-inclusive list, but rather a guide to help jog your memory.