

# CLIENT TAX CHECKLIST

Use the checklist below to find the documents and forms we will need to prepare your tax return. Not all forms may be applicable to your situation.

## Personal Information

- Your full name, date of birth and social security number or tax ID number
- Your spouse's full name, date of birth and social security number or tax ID number
- Prior year tax return, if it was not prepared by us
- Date of final divorce decree, if applicable

## Dependent(s) Information

- Full names, dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)
- Proof of child's residency with the custodial parent (report card, medical bills, health insurance card, etc.)

## Sources Of Income

### Employed

- Wage & Salary Income (Attach Forms W-2)

### Unemployed

- Unemployment income (Attach Form 1099-G)

### Self-Employed

- Income ( Attach Forms 1099, Schedules K-1, and income records or reports such as Profit & Loss Statements)
- Expenses (Attach expense records or reports such as Profit & Loss Statements)
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information (total home sq. footage, total office sq. footage, home utilities, etc.), if applicable
- Record of estimated tax payments made (Attach copies of Form 1040-ES, if applicable)

### Rental Income

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

### Retirement Income

- Pension/IRA/annuity income (Attach Forms 1099-R)
- Traditional/Roth IRA basis
- Social security/RRB income (Attach Forms 1099-SSA, RRB-1099)

### Savings & Investments or Dividends

- Interest, dividend income (Attach Forms 1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (Attach Forms 1099-B, 1099-S)
- 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 (Attach Forms 1099-SA or 1099-LTC)
- Record of estimated tax payments made (Attach Copies of Form 1040-ES, if applicable)

## Other Income & Losses

- Gambling income (W-2G or records showing income, as well as expense records)
- Hobby income and expenses
- Prizes and awards
- Royalty Income (Attach Form 1099–Misc)
- Any other 1099s received
- Record of alimony paid/received with ex-spouse’s name and SSN

## 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 (e.g., solar panels, solar water heater)

### Charitable Donations

- Receipts and records of cash charitable donations
- Receipts and records of non-cash charitable donations
- Amount of miles driven for charitable purposes

### Medical Expenses

- Amounts paid out of pocket for healthcare insurance and to doctors, dentists, hospitals, prescriptions, etc.
- Amount of miles driven for medical purposes

### Health Insurance

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g., an employer, insurance company, or government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)

### Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler

### Educational Expenses

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest

### K-12 Educator Expenses

- Receipts for classroom expenses (for educators in grades K-12)

### State & Local Taxes

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid

### Retirement & Other Savings

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)