



True Tax Service

(978) 393-3193

Frank Brennan E.A.

frank@truetaxservice.com

Brian Cannata E.A.

brian@truetaxservice.com

2025/2026 Printable Tax Document and Planning Checklist

Reportable sources of Income

Many of the tax forms related to income sources may be available to you online

- Gig work & online selling: Forms 1099-K, 1099 misc, 1099 NEC
- Dividend Income Statements: Form 1099-DIV
- Interest Income Statements: Form 1099-INT & 1099-OID
- Miscellaneous Income: Form 1099
- Sales of Real Estate: Form 1099-S
- Sales of Stock, Land, etc.: Form 1099-B
- State Tax Refunds: Form 1099-G
- Unemployment Compensation Received: Form 1099-G
- Paid Family or Medical Leave (PFML): Form 1099-G
- W-2 Form(s) for Wages, Salaries and Tips
- Lottery, Casino and Online Winnings: Form WG
- Alimony Received or Paid

Retirement Income

- Social Security Income: Form SSA-1099
- Railroad Retirement: Form RRB-1099
- Retirement Income: Form 1099-R
- Retirement rollover or conversions: Form 1099-R

Business Income

- Business Income and Expenses: Forms 1099-NEC 1099-K
- Farm Income and Expenses
- Form K-1 Income from Partnerships, Trusts and S-Corporations
- Rental Income and Expenses

Tax Credits Checklist

- Adoption Expense Information
- Child Care Provider Address, I.D. Number and Amounts Paid
- Foreign Taxes Paid
- Solar, Passive Energy and Certain Electric Vehicles
- Home energy improvements

Expense and Tax Deduction Checklist

- Casualty and Theft Losses
- Charitable Cash Contributions
- Doctor and Dentist Payments
- Fair Market Value of Non-cash Contributions to Charities
- Home Mortgage Interest Form 1098
- Home Second Mortgage Interest Paid
- Hospital and Homecare Payments
- IRA Contributions
- Medical Expenses for the Family
- Medical Insurance Paid
- Miles Driven for Volunteer Purposes
- Miles Driven for Medical Purposes
- Personal Property Taxes Paid
- Prescription Medicines and Drugs
- Real Estate Taxes Paid
- State Taxes Paid with Last Year's Return
- Student Loan Interest Paid
- Gambling losses, only up to the amount of winnings
- Did you fund an IRA separate from your employer plan?
- Did you fund an HSA medical account separate from your employer?
- Did you deposit or withdraw from a 529 or other Educational savings plan?
- New vehicle purchase loan interest amount paid if assembled in the US.
- Amount of excludable tip income from qualifying occupations
- Amount of overtime wages received, specify if 1.5 or 2x times hourly wages

Tax Estimate Payments

- Estimated or quarterly tax payments, specify the following:
 - US Treasury or state payment
 - Date and amount of each payment
- Was Last Year's Tax Return Overpayment Applied to This Year?

General Information

- Bank name, account type, routing & account number to be used for refund direct deposit
- Child Care Expenses for Each Dependent
- Copy of Last Years Tax Return (if you are a new client)
- Dependents' Names, Years of Birth, and Social Security Numbers
- Education Expenses for Dependents
- Educational Expenses for You and Your Spouse
- Social Security Numbers for You and Your Spouse
- Did you reside outside of Mass in 2022? Record the dates.
- Did you have a change of name, address, email or phone number?
- Did you change employers in 2022?

Additional important information

1. Massachusetts Residents (or part year), possible deductions for rent paid, commuting tolls or public trans, certain credits for septic replacement, lead abatement, senior citizens credit.
2. Health Connector purchased health insurance will need form 1095-A to complete their tax return.
3. Crypto Currency purchased, received or exchanged, must be reported, even if no profit or loss.
4. Online Selling is reportable even if resulting in a break even or loss related to the late sale, many of these transactions are being reported by PayPal and others
5. Investment accounts (non-retirement) have reportable income even if you have not taken money out, lost money or sold any investment.
6. Online selling or payments received may cause a form 1099-K to be issued, even if there was no profit or if the payments were non-business related, we need to "zero out" this reportable income on your tax return.
7. New 529 rules make education tax savings accounts a "no brainer".
8. Gift of money, property or equity with a value over \$19,000 has a tax reporting requirement but in 99% does NOT result in a tax unless the receiver sells in the current tax year.

9. Ownership of bank accounts not in the USA has a reporting requirement that does not have tax consequences unless over \$10,000 aggregate balance.

Below are the steps we ask you to follow so we are able to provide a comprehensive review with you before finalizing your tax return

- 1. You have sent us your documents.
- 2. You have responded to our follow-up questions.
- 3. You have received and reviewed the initial draft of your tax return.

A PDF of this checklist is available on our website.

Our Peabody Location has in-person appointment times **January 21st - April 15th**
Our Georgetown Location has in-person appointments times **March 1st - April 15th**

Both offices offer **January 21st - April,15th**

- Other options beyond in-person meetings:
- Drop-off/mail-in service,
 - Online interview & review
 - Phone/email/text interview & review

For all document sharing and communication, we encourage the use of our secure "Verifyle" client portal for your security and convenience. We are ready to assist you with accessing your portal for the first time or reconnecting again this tax year.

Record any new information, notes and/or questions below.
