



RETURNING CLIENT WORKSHEET

I will need the following the information to complete your 2025 tax returns. If the situation doesn't apply to you, then skip that request(s).

1. Driver's License Information (IF you and/or your spouse renewed your driver's license since your last tax year).

Your Driver's License Number: _____

Date of Issue: _____

Expiration Date: _____

Birthdate: _____

Spouse's Driver's License Number: _____

Date of Issue: _____

Expiration Date: _____

Birthdate: _____

2. Address IF CHANGED in 2025: _____

3. Bank Account Information.

Bank Name: _____ Checking or Savings _____

Routing Number: _____

Account Number: _____

4. If you have NEW dependents, please complete the following. Complete with information as it appears on the social security card:

Name: _____ SSN: _____ DOB: _____

Name: _____ SSN: _____ DOB: _____

Name: _____ SSN: _____ DOB: _____

5. Forms of income (Not all will apply):

- **W2:** Wage and Tax Statement (MOST COMMON).
- **1099-R:** Distribution from Pensions, Annuities or Profit-Sharing Plans, IRAs, Insurance contracts, etc.
- **1099-DIV:** Dividend income
- **1099-G:** Certain government payments.
- **1099-INT:** Interest income.

- **1099-K:** Payment Card and Third-Party Network Transactions.
- **1099-NEC:** Nonemployee compensation.
- **1099-MISC:** Miscellaneous information.
- **1099-B:** Proceeds from broker and barter exchange transactions
- **1099-S:** Proceeds from real estate transactions
- **1099-C:** Cancellation of Debt.
- **W2G:** Certain Gambling Winnings.

5. If you have bank interest, then go to your online bank account and download a **1099-INT, Interest Income**. There will also be a **1099-INT** form for client's who have a home mortgage. Please go to your online mortgage account and download the **1099-INT**. These are often overlooked by tax clients and may result in a letter from the IRS indicating it was not accounted for on your tax return.
6. If you SOLD stock(s), sold cryptocurrency or received dividends, then you will need to go to your online brokerage account(s) and download a **1099-B, Proceeds from Broker and Barter Exchange Transactions**. Each brokerage account will have a separate 1099-B.
7. If you cancelled debt with a credit card company or loan company, then they would have issued you a **1099-C: Cancellation of Debt**. This would have been sent in the mail or can be retrieved from your online credit card account.
8. If you gambled and won a certain dollar amount, depending on the game, the casino or lottery will issue a **W2G** for your winnings if they exceed a certain dollar amount.
9. If you received income from retirement accounts, I will need your **1099-R: Distribution from Pensions, Annuities or Profit-Sharing Plans, IRAs, Insurance contracts, etc.**
10. If you or any of your dependents attended college in 2025, you may qualify for an education credit. This depends on your income and a few other factors. I will need a **1099-T: Tuition Statement** from the college, which can be downloaded from the student's online account. BEFORE looking for this form, discuss the education credit with me to see if you qualify.
11. If you or any of your dependents paid student loan interest in 2025, I will need a **1098-E: Student Loan Interest Statement**. Not all taxpayers will qualify for this credit.
12. Proof of Health Care Coverage which can be a **1095-A, 1095-B and/or 1095-C**. **If your company or department paid for your health insurance for all of 2025, then you will NOT have to send this form to me, which is often delayed and received several weeks after the opening day of the tax filing season.** ***If you bought your own insurance through the marketplace (aka Obamacare), I will not be able to complete your tax returns until you send me your 1095s.

FOR THOSE WHO ITEMIZE DEDUCTIONS – Tax clients who do not itemize deductions can skip to question 21

13. If you own a home or other real estate, I will need your **1098 Mortgage Interest Statement(s)**. Sometimes there may be more than one, especially if you refinanced or your bank sold your loan to another company. You can retrieve these forms from your online accounts associated with your loan or loans. Please check to make sure you are sending all of them if there is more than one.

14. If you do not impound property tax for your real estate, I will need statements indicating the amount of property tax that you paid for your home or other real estate.

15. Cash Donations. Please complete the following lines:

Name of Organization: _____
Dollar Amount: _____

16. If you made NON-CASH Donations, please discuss them with me.

17. Registration Fee Statements for all motor vehicles in your household. If you don't have the statements, then provide the license plate number and last five digits of the VIN below:

License Plate # _____	Last FIVE of the VIN _____
License Plate # _____	Last FIVE of the VIN _____
License Plate # _____	Last FIVE of the VIN _____
License Plate # _____	Last FIVE of the VIN _____
License Plate # _____	Last FIVE of the VIN _____

18. If you spent a large amount of money for medical expenses in 2025, please discuss them with me to see if they are deductible. Often, they are not, which I will explain.

ADDITIONAL CREDITS FOR ALL TAX CLIENTS

19. If you paid alimony in 2025, discuss it with me to determine if it's deductible.

20. If you purchased an electric car in 2025, then you **may** qualify for the **Electric Vehicle Tax Credit**. Discuss with me.

21. If you invested in renewable energy for your home such as solar, wind, geothermal, fuel cells or battery storage technology, you may qualify for an annual **Residential Clean Energy Tax Credit**. Discuss with me.

22. If you made qualified energy-efficient improvements to your home after Jan. 1, 2025, you may qualify for the **Energy Efficient Home Improvement Credit**. Discuss with me.

23. If you paid child or dependent care expenses in 2025, then complete all the following:

Dependent's Name: _____

Name of Provider: _____

Address of Provider: _____

Phone Number of Provider: _____

Social Security Number or Employer ID of Provider: _____

Amount Paid: _____

Dependent's Name: _____

Name of Provider: _____

Address of Provider: _____

Phone Number of Provider: _____

Social Security Number or Employer ID of Provider: _____

Amount Paid: _____

Dependent's Name: _____

Name of Provider: _____

Address of Provider: _____

Phone Number of Provider: _____

Social Security Number or Employer ID of Provider: _____

Amount Paid: _____

Dependent's Name: _____

Name of Provider: _____

Address of Provider: _____

Phone Number of Provider: _____

Social Security Number or Employer ID of Provider: _____

Amount Paid: _____

NOTES:

(or IF YOU RAN OUT OF ROOM ANSWERING ANY OF THE QUESTIONS ABOVE)