Basic Information

- A copy of **last year's tax return (for New Clients)**
- The **Social Security Numbers** of everyone listed on the tax return including **Spouses and Dependents**.
- **Bank Account numbers** for direct deposit of Refund or for electronic withdrawal if you owe any taxes.
- **Form 1095**- Health Insurance Marketplace Statement (if applicable)

Income Documents

- **Form W-2** from your Employer(s)
- **Form 1099NEC/1099K**- For Non-employee Compensation (self-employed).
- **1099G** – Unemployment Compensation
- **1099R** – Retirement Plan Distributions
- **Other 1099's**: miscellaneous income, interest, dividends, distributions from a pension, or annuity.
- **Form Kl-** For pass through entity ownership.

Self-Employed Individuals

- **EIN number**, if applicable
- **Business Name**
- **Income and Expense list**: (profit and loss statement) You will need to know your total income for the year and your expenses should be totaled up by category. **<u>If you require a P&L Statement, please book an appointment for Bookkeeping services.</u>**
- **Asset list**: Your assets should be listed separately.
- **Mileage Log**, if you ·use vehicle for business.

Specific Situations: Home Owners/Students

- **Form 1098** from mortgage company
- **Form 1099 INT** for interest earned
- Property Tax Statements
- **Form 1098T** for School Tuition