

Tax Preparation Checklist

Below is a list of items we will need to prepare your individual tax return. Obviously, not all items will apply to your situation.

Please do NOT send any information over regular email. Send through your ShareFile folder that will be provided to you.

Personal/ General Data

Prior year tax return - If this is our first year preparing your taxes, we will need a copy of the prior year tax return to include all schedules and forms

We need a copy of your driver's license (and spouses if applicable), if you are a new client. If you are current client and your license expired in the past year, we need an updated copy

Social Security Numbers (including spouse and children) if you are new and they are masked out on your prior year tax return.

Annual engagement letter-see last page for where to obtain this

Annual questionnaire-see last page for where to obtain this

If you have children you are claiming, we need additional questionnaires as listed on last page of this checklist.

Health Insurance-Form 1095-A (if you received your insurance off the Obamacare exchange-we cannot file your return without this form.

Employment & Income Data

W-2 forms for this year

Forms 1099-G -Unemployment compensation

Forms 1099-MISC -Miscellaneous income including rent

Forms 1099-NEC-Nonemployee compensation

Schedules K-1 from any Partnership, S Corporation, & trust that you are involved in.

Forms 1099-R -Pensions/401K/IRA/Annuities distributions

Forms RRB-1099-Social Security/RR1 benefits

Forms W2-G-Gambling and lottery winning

Form 1099-INT & 1099-OID-Interest income

Form 1099-DIV-Dividend income statements

Form 1099-B-Proceeds from broker transactions: **If you sold stock, please include the purchase date and purchase price. VERY IMPORTANT-Please be sure to include EVERY page of the Brokerage statement.**

Jury duty pay

Prizes and awards

Scholarships and fellowships

Tax Preparation Checklist

Homeowner Data

Residential address(es) for this year
Form 1098-Mortgage interest
Form 1099-SSale of your home or other real estate
Second mortgage interest paid
Real estate taxes paid

Other

Form 1098 E-Student loan interest paid
Vehicle registration fees paid
Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
Childcare expenses – include name/address/Tax ID number
Health Savings Account - if you had a distribution from an HSA please include whether or not the full amount was used for medical expenses.
Adoption expenses

Miscellaneous Tax Documents

Federal estimated income tax paid for current year: Be sure to include date paid and amount paid.
IRA and other retirement plan contributions made outside of those made through your W2
Medical expense totals broken out by Prescriptions/Doctors/Dentists/Hospital
If you purchased large items (like a car, boat, etc....)-a copy of the sales receipt that shows amount of sales tax paid
Information to support gambling losses to include itemized statement of money paid.
If you have a Schedule C business or Schedule E rental properties, please download the Schedule C checklist and/or Schedule E checklist at the link where you downloaded this checklist.

If you wish to have your refund direct deposited into your bank account we will need a copy of a voided check (no deposit slips please) in order to do so.

Questionnaires-please go back to <https://businessharmony.life/client-documents> and download the applicable questionnaires for your tax situation and include with your uploaded documents.

Child Tax Credit Questionnaire-include if you have children 16 and under

Other Dependent Credit Questionnaire-include if you are claiming dependents 17 and over

Education Credit Questionnaire-Dependents-include if you have a dependent who attended college during the tax year

Education Credit Questionnaire-Tax Payer or Spouse-include if you or your spouse attended college during the tax year.

Head of Household Questionnaire-include if you are filing Head of Household.