

# The Ultimate Tax Checklist:

## Items Needed To Prepare For Your Tax Appointment



### Personal Information

- Driver's Licenses for all Taxpayers
- Social Security Cards for all Taxpayers and Dependents
- Birthdates of all Dependents
- A piece of mail with Current Address(es)
- Copy of Legal Business Name (Articles of Incorporation)
- Copy of Business Tax Identification Number
- Checking Account Information
- Business Legal Documents (Articles of Incorporation)

### Filed Tax Return(s)

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- Prior Year Tax Returns
- Estimated Tax Payments & Filings
- Payroll/Employer Tax Filing
- State & Local Tax Filings

### Record of All Income

- W2s for all taxpayers
- 1099 forms (including 1099-K from Cash App, Venmo, Apple Pay, etc.)
- Unemployment Income
- Hobby Income
- Alimony Received
- Retirement Income (IRA, 401k, Pensions, etc.)
- Rental/Investment Income
- Proof of Sale of Stocks or other property
- Gambling Winnings
- Income from Jury Duty
- Crowdfunding Income (e.g., GoFundMe, Kickstarter)
- Cryptocurrency Transactions (purchases, sales, or exchanges)

### Business Expenses

*Documented with business purpose, date occurred, & parties involved  
(If applicable)*

- Home Office Information (percentage of mortgage/rent, utilities, internet, repairs, and insurance)
- Vehicle Expenses for Business Use (miles driven or actual expenses)
- Materials and Supplies used for the sale of inventory
- Beginning and Year-End Inventory Dollar Amounts
- Receipts/Invoices of all Purchases Made
- Payments Made to Contractors
- Wages & Benefits Paid to Employees
- Insurance Premiums Paid
- Donations & Sponsorships
- Advertising & Marketing Expenses
- Office Supplies Purchased
- Travel Expenses
- Meals & Entertainment Expenses (documented with business purpose, date occurred, and parties involved)
- Breakdown of Loan Interest and Loans Taken for Business Purposes
- Any Additional Expenses Related to Operating Business

### Merchant Account Transaction Listings

- PayPal, Cash App, Square, Stripe, Venmo, GoPayments, etc.

### Other Items

- Record of Alimony Paid
- Charitable Donations
- Investment Expenses
- Education Payments/Expenses (Form 1098-T)
- Student Loan Interest Paid
- Mortgage Interest
- Medical Expenses (including medical mileage if deductible)
- HSA Contributions
- Continuing Education Expenses
- Moving Expenses
- Unreimbursed Employment Expenses
- Child Support Paid
- Daycare/Child Care Expenses (include provider number)



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# Common Business Deductions



## Home Office Expenses

- Percentage of mortgage/rent, utilities, internet, repairs, and insurance.

## Business Insurance

- General liability, errors and omissions (E&O), workers' compensation, etc.

## Professional Services

- Accounting, legal, consulting, or coaching fees.

## Education and Training

- Online courses, workshops, conferences, and certifications related to the business.

## Technology and Software

- Subscriptions (e.g., QuickBooks, Adobe).
- Business-related hardware and equipment (e.g., computers, printers).

## Marketing and Advertising

- Website hosting, domain registration, social media ads, and printed materials.

## Interest and Bank Fees

- Interest on business credit cards or loans.
- Bank charges for business accounts.

## Depreciation

- Large purchases, such as vehicles, equipment, or furniture (Section 179).

## Employee-Related Costs

- Retirement contributions, health benefits, bonuses, and recruitment expenses.

## Miscellaneous Expenses

- Membership dues for professional organizations.
- Subscriptions to trade magazines or journals.

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