

## TAX PREPARATION CHECKLIST

DONE

## Personal Information

**1st time filing with a new tax preparer? You will need the following:**

	Your social security number or tax ID number		
	Your spouse's full name, social security number or tax ID number, and date of birth		
	Foreign reporting and residency information - if applicable		
	Dependent(s) Dates of birth and social security numbers or tax ID numbers		
	Income of dependents and of other adults in your home		
	Form 8332 for the noncustodial parent (if applicable)		

Filing Status: ☐ Single ☐ Married ☐ Head of Household  
☐ Qualifying Widow

## Sources of Income

**INCOME**

	W2s	
	Interest Earned, 1099-INT	
	Tips Income (not included within W-2)	
	Household employee wages not reported on W-2 form (such as from work as a nanny, babysitter, maid, cook, private nurse)	
	IRA Distributions	
	Dividends - 1099-DIV	
	Social Security Retirement - SSA-1099	
	Other Retirement Income - RRB-1099, 1099-R	
	Self-employment income (Schedule C)	
	<ul style="list-style-type: none"> <li>•1099-NEC forms for non-employee compensation</li> <li>•1099-K forms if you receive business payments through a third-party payment processor or online marketplace, (such as PayPal, eBay, Etsy, Etc.)</li> <li>•Sales records</li> </ul>	
	Real estate sales income, 1099-S	
	Farm Income, 1099-G, 1099-MISC, or 1099-PATR	

**Attach all of the W-2s and 1099s you have received to this form for your accountant**

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TAX PREPARATION CHECKLIST


INCOME CONTINUED

- Other Common Forms of Income
- Alimony received for divorce settlements finalized before 2019 (records of alimony payments and date of settlement agreement)
  - Business income from S corporations, partnerships, and LLCs (Schedule K-1 forms)
  - Gambling winnings (W-2G forms)
  - Prizes or awards (records showing amount of cash or value of property received)
  - Refund of state or local income tax (1099-G forms)
  - Scholarships used for incidental expenses or received as payment for services (how scholarship funds were used & why given)
  - Stock options (dates, stock value, and other information about granting and exercising options and sale of stock)
  - Unemployment compensation (1099-G forms)
  - Income of any dependents

Types of Deductions	CATEGORY ITEM	AMOUNT	NOTES
DONE	*These are used if you are able to itemize deductions*		
	<b>Medical &amp; Dental Expenses</b>		
	Medical expenses that exceed 7.5% of your AGI is what can be itemized.		
	Amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals		
	Amounts paid for qualified insurance premiums if paid outside of the Marketplace or an employer provided plan		
	<b>Taxes Paid</b>		
	Did you pay property taxes, state or local taxes in 2024?		
	Sales Tax - did you purchase any large items?		
	<b>Home Mortgage Interest - You should receive a 1098 from your loan servicer for this information.</b>		
	Interest paid on mortgage and some home-equity debt if used to buy, build or improve your home.		

TAX PREPARATION CHECKLIST

DONE

CATEGORY	ITEM	AMOUNT	NOTES
	<b>*These are used if you are able to itemize deductions*</b>		
	<u>EXPENSES</u>		
	<u>Childcare Expenses</u>		
	Fees paid to a licensed day care center or family day care for care of an infant or		
	Amounts paid to a baby-sitter or provider care of your child under age 13 while you work		
	Expenses paid through a dependent care flexible spending account at work		
	<u>Gifts to Charity</u>		
	Did you pay monies to charity or give away items to a charity in 2024?		
	If so, do you have a written record of it or receipts?		
	Records of non-cash charitable donations		
	Amounts of miles driven for charitable or medical purposes		
	<u>Casualty &amp; Theft Losses - These are reportable only from a federally declared disaster</u>		
	<u>Education Interest paid, 1098-E</u>		
	How much total? Break it down for each person who had education loans that you paid.		
	<u>K-12 Educator Job Related Expenses</u>		
	Unreimbursed qualified expenses only		<b>These expenses, up to \$300.00 (\$600.00 for joint filers if both fall under the educator category) are only available for teachers and educators, K-12</b>
	<b>These expenses are only available for members of the Armed Forces.</b>		
	<u>Moving Expenses</u>		
	<b>This All interest paid on federally subsidized student loans up to a certain amount is deductible.</b>		
	<u>Student Loan Interest</u>		

TAX PREPARATION CHECKLIST

MISC.

<input type="checkbox"/>	Did you purchase a house?		
<input type="checkbox"/>	Have you sold a home?		
<input type="checkbox"/>	Was it held longer than a year?		
<input type="checkbox"/>	Cost & other information for property sold		
<input type="checkbox"/>	Fees paid required for the sale of the property. ~ Escrow closing statements		
<input type="checkbox"/>	Gambling Losses		
<input type="checkbox"/>	Form 5498-SA, Health Savings Account (HSA) deduction		
<input type="checkbox"/>	Investment Interest Expense (documents and records for loans used to buy property held for investment)		
<input type="checkbox"/>	Self-employed health insurance deduction (Form 1095-A if you bought insurance through the Health Insurance Marketplace)		

Taxes and Credits

TAX CREDITS

<input type="checkbox"/>	<b>Adoption Credit</b>		
<input type="checkbox"/>	<b>Child &amp; dependent care credit</b>		
	Need name, address and EIN # of business or SS# or provider		
<input type="checkbox"/>	<b>Clean vehicle credit (for purchase of electric vehicle, plug-in hybrid electric vehicle, or fuel cell vehicle)</b>		
<input type="checkbox"/>	Time-of-sale report from dealer (also called a seller report), which includes information about the dealer, vehicle purchased, sale price, transfer of credit to dealer (if applicable)		
<input type="checkbox"/>	<b>Education tax credits (American Opportunity and Lifetime Learning Credits)</b>		
	1098-T forms		

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Taxes and Credits		CATEGORY	ITEM	AMOUNT	NOTES
	DONE				
			<b>Home energy tax credits (Energy-Efficient Home Improvement and Residential Clean Energy Credits)</b>		
			Records for qualified energy-saving upgrades to your home, including for exterior doors, windows, skylights, insulation, central air conditioners, water heaters, furnaces, heat pumps, home energy audits, and more		
			Receipts for installing qualified clean energy systems to your home, including for solar panels, wind turbines, geothermal heat pumps, battery storage units, fuel cell generators, and more		
			Kilowatt capacity of fuel cell systems (if applicable)		
			<b>Federal Taxes Paid -not on W-2 &amp; 1099 forms</b>		
			Estimated or other tax payments made for the tax year		
			Prior-year refund applied to the current tax year		
			Tax payments made with an extension to file		
			<b>Federally Declared Disaster</b>		
			City/County/Borough you lived/worked/had property in		
			Records to support property losses (appraisal, clean-up costs, etc.)		
			Records of rebuilding/repair costs		
			Insurance reimbursements/claims to be paid		
			FEMA assistance information		
			Check the FEMA website to see if your county has been declared a federal disaster area		

TAX PREPARATION CHECKLIST

Self-Employed	DONE	CATEGORY ITEM	AMOUNT	NOTES
		Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or 1099-NEC		
		Other records or information about self-employment income received for your products ~ Receipts, 1099-NEC, bank deposits, etc.		

BUSINESS EXPENSES SCHEDULE C or LLC

	Expense receipts and records, including for	HOUSE SIZE: sq ft OFFICE SIZE: sq ft Business Use % =
	Business use of your home - if applicable	
	o All house utilities year totals.	
	o Cell phone year total	
	o House insurance total cost	
	o All costs of maintenance for house	
	Cost of goods sold (such as inventory counts, materials, supplies, labor costs)	
	Any new large purchases for your business	
	Business-use asset information (cost, date placed in service, etc.) for depreciation	
	Record of estimated tax payments made (Form 1040-ES)	
	Paid anyone else to assist with your work?	
	Business Travel	

Rental Income

	Records of income and expenses
	Rental asset information (cost, date placed in service, etc.) for depreciation
	Record of estimated tax payments made (Form 1040-ES)

OTHER ITEMS YOUR TAX PREPARER WILL NEED FOR E-FILING OR FOR REFERENCE

Discuss with your Tax Preparer

	~Bank account and routing numbers for direct deposit or tax payment:
	~Last year's tax return for general reference and e-filing
	~Driver's license information for e-filing