

**INDIVIDUAL TAX CHECKLIST**

Please answer questions for the **current tax year only** unless otherwise requested.

**Purpose:** To ensure we've asked all appropriate questions as required by the IRS and your state tax agency and to help us get the best results for your tax return.

Check <b>Y</b> or <b>N</b> for <u>all</u> questions. For all "yes" answers see the "Documents needed" column to see what information we will need to properly complete your return.	<b>Y</b>	<b>N</b>	<b>Documents needed</b>
<b>Personal Information</b>			
Marital status on 12/31/2___ <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed (not remarried) <input type="checkbox"/> Divorced <input type="checkbox"/>			
Separated Did your marital status change? If yes, please explain ....			Divorce decree(s) Marriage certificate
Did you change your name with Social Security? ID verification: Social Security card ( <b>if not on file</b> ); current driver's license or state ID ( <b>if not on file or expired</b> ) . . . . <b>REQUIRED for e-file authorization</b>			Bring new SS card SS card for everyone DL/ID copy (TP & SP)
Do you want to allow your preparer to discuss this year's return with the IRS (if needed)?			
Do you want to allow someone other than your preparer to discuss this year's return with the IRS? Designee's name _____ Phone number _____ Designee's PIN _____			
Were you, your spouse, or any dependent(s) permanently and totally disabled? Date of death (if this tax year): Taxpayer Spouse _____			Physician statement(s) Death certificate
Were you or your spouse active duty military at any time during this tax year? State of domicile _____			
Did you change residences during the year for a job or business connected purpose?			LES; TDS; POC
Did the IRS send you an Identity Protection Number (IP PIN)?			Please provide
Have we prepared your return(s) before?			Prior 5 years tax returns
<b>Dependent Information SKIP THIS SECTION IF YOU HAVE NO DEPENDENTS Dependents under 17 (questions must be answered for each dependent)</b>			
Did your dependent live with you all year?			If no, explain
Did your dependent provide more than 1/2 his/her own support?			If yes, explain
<b>Dependents 17 and older (questions must be answered for each dependent)</b>			
Did your dependent live with you all year?			If no, explain
Did your dependent provide more than 1/2 his/her own support?			If yes, explain
<b>Was any dependent married at the end of the year?</b>			
If yes, did (or will) the dependent file a joint tax return?			
Do you have a dependent without a SS# or ITIN? Identity docs			
Did you provide more than 1/2 the support for anyone you can claim as a dependent?			
Did you provide more than 1/2 the support for anyone other than your current dependents?			
Do you have dependents who must file a return?			
If yes, do you want us to prepare their return(s)?			Social Security #
Do you have dependents under age 19 (under 24 and full time students) with ONLY interest and/or dividend income?			Child's 1099-INT and/or 1099-DIV
If yes, do you want to include their interest and/or dividend income on your tax return?			
Have you received Aid to Families with Dependent Children?			Payment records
Are any of your dependents not US citizens or residents?			ITIN
Did you pay any adoption expenses during the year?			Payment
Are you claiming a dependent but you are not the custodial parent?			statements Form
Did you pay for child care while you worked or looked for work?			8332
Did you pay for child care because of a disabled spouse?			Payments for each dependent
Provider's name, address, TIN and phone number _____			
<b>General Income</b>			
Did you receive a W-2?			W-2 (all copies)
Did you receive tips in your employment that you did <u>not report</u> to your employer?			Tip records
Did you work in more than 1 state?			
Did you receive interest income (banks, credit unions, brokerage accounts, or installment sales, etc.)? <i>Interest is taxable even if you don't receive a 1099-INT form</i>			1099-INT or year-end statements
Did you receive dividend income from brokerage accounts, stocks, mutual funds, etc.? <i>Dividends are taxable even if you don't receive a 1099-DIV form</i>			1099-DIV or year-end statements
Did you receive tax-exempt interest or dividends (e.g., mutual funds or other payers)?			Mutual Fund info pages

Check <b>Y</b> or <b>N</b> for all questions. For all "yes" answers see the " <b>Documents needed</b> " column to see what information we will need to properly complete your return.	Y	N	Documents needed
Did you have a Health Savings Account (HSA) through your employer or from a privately owned plan?			HSA year end statement
If yes, did you receive any distributions from your HSA plan?			Form 1099-SA
Did you receive a tax refund from your California or other state income return?			1099-G
Did you receive alimony/spousal support? If yes - name and SS# of the payer Date of divorce or most recent modification			Divorce decree & payment records
Did you have income from hobbies?			Income records
Did you sell any items that were used in business or rental property activities?			Sales records
Do you own any bonds?			
Did you sell stocks, bonds, mutual funds or other investments?			1099-B; brokerage stmts
<b>Other Income Items</b>			
Did you have income/expenses from self-employment? (Amway, Mary Kay, Airbnb, Lyft, Uber, etc.)			1099 forms; P&L Mileage log(s)
Do you have written record of business miles for each business vehicle?			
Did you pay for services to anyone who is not a corporation? Form 1099 may be required			Payroll reports
Did you use Employee Retention Credit to reduce payroll tax payments?			All loan documents
Did you receive funds from PPP or EIDL?			Form 3508
Did you claim forgiveness from PPP loan?			Days of care
Were you unable to work due to Covid19 care you needed?			Days of care for family
<del>Were you unable to work due to Covid19 care you provided to family?</del>			
Did you receive income from rental property?			1099-MISC; P&L
Did you receive income from royalties (oil & gas, book sales, timber, etc.)?			1099-MISC; statements
Did you receive a K-1 from a trust or estate, partnership, or S Corporation?			K-1 (all pages)
Did you operate a farm (by yourself or with other family members)?			Profit/loss statement
Did you receive income from marijuana sales?			P&L records
Did you receive income from renting farm property to someone who operated a farm?			Rental income; expenses
Did you receive unemployment (regular or PUA (Pandemic Unemployment Assistance))?			1099-G
Did you receive Social Security benefits?			SSA-1099
Did you have any debt cancelled (mortgages, credit cards, personal loans, student loans, etc.)?			<b>1099-C</b> or 1099-A
Did you receive distributions from a Coverdell Education Savings account or 529 plan?			Form 1099-Q
Did you receive any disability payments?			Payment statements W-2, 1099 forms
Did you receive payments for serving on a jury?			1099-MISC, records
Did you sell your principal residence? Includes short sale and foreclosures			1099-S, Closing Disclosure
Did you receive first-time homebuyer credit for this home purchase (2008 or 2009)?			2008 or 2009 returns
Did you sell a home in a prior year for which you received first-time homebuyer credit?			Tax returns showing recapture information
Did you have your personal residence foreclosed?			1099-C
Did you abandon your personal residence?			1099-A, 1099-C
Did you have any non-business debt that became totally worthless?			Documentation
Did you receive payments from an installment sale?			Payment records
Did you receive interest payments from 2nd trust deeds?			Statement(s)
Did you redeem US Savings Bonds? Go to Treasury Direct to get 1099-INT			1099-INT
Do you own unredeemed US Savings Bonds?			Face amount, issue date
Did you win money at casinos or from lotteries? <i>Gross gambling winnings are taxable regardless of receipt of Forms W-2G</i>			W-2G; casino win-loss stmts; lottery purchases
Did you receive payment for services as a trustee or estate administrator?			Income total(s)
Did you receive money from renting to a roommate?			Income total(s)
Did you received credit card awards?			Annual statement
Did you exchange (barter) for services or goods connected to business, rentals, or farming?			Bring documentation

Check <b>Y</b> or <b>N</b> for <u>all</u> questions. For all "yes" answers see the " <b>Documents needed</b> " column to see what information we will need to properly complete your return.	Y	N	Documents needed
<b>Retirement Information</b>			
Did you receive money (distributions) from a pension, IRA, 401(k), 403(b), 457 or other plan?			1099-R
Did you receive distributions that were rolled over to another plan account (in full or in part) within 60 days?			1099-R, 5498 Account statements
Did you convert any part of a traditional IRA to a Roth IRA?			1099-R, 5498
Did you rollover any part of a qualified plan (401(k), 403(b), etc.) to a Roth IRA?			1099-R, 5498
Did you contribute money to a traditional or Roth IRA for the current tax year?			5498; statement(s)
Have you taken your Required Minimum Distribution (RMD)?			1099-R
Did you contribute your RMD amount to a charity?			Contribution documents
Did you use retirement plan distributions to purchase a home or pay medical bills?			
Did you receive retirement/social security-type income from a foreign country?			Statements in \$US
Do you or your spouse plan on retiring in the coming tax year?			Details
Did you repay deferred retirement distributions from 2020?			Documentation
<b>Prior Years</b>			
Did you receive IRS or State Tax Department notice of changes to prior years' returns?			IRS or State notice(s)
Are you aware of any changes that need to be made to previously filed return(s)?			
Have you received an IRS audit notice?			IRS Audit letter
Have any prior year return(s) been audited and you agreed to changes?			IRS adjustment report
<b>Health and Life Insurance</b>			
Did you have health insurance for you, your spouse, and all dependents? *			W-2; 1095-A, 1095-B, 1095-C, other docs
<i>* If non-dependent children are on your 1095 form they will need a copy for their return</i>			
<b>Deductions</b>			
Did you pay for medical care, insurance; long-term care insurance, etc.?			Bring documentation
Did you pay real estate (property) taxes for your home, vacation home, timeshare, vacant land (do not include property used in a business or rental activity)?			Bring documentation
Did you pay for vehicle registration?			Registration renewal
Did vehicle registration include personal property tax or "in-lieu" fees?			Payment receipts/slips
Did you purchase a vehicle, boat, airplane?			Purchase documents
Did you pay interest on a loan for your principal residence?			1098
Have you refinanced your original purchase mortgage?			Settlement statements
Did you pay Private Mortgage Insurance premiums (PMI)?			1098 or Statements
Did you receive a Mortgage Credit Certificate for your current home loan?			Certificate
Did you pay interest on a loan for a vacation home or other residence not used as a rental or for a commercial business?			1098 or other financing documents
Did you pay interest on a loan from the seller of your principal residence? • If paid to the seller provide seller's name, address, and Social Security Number			Loan documents and amortization schedule
Did you pay interest on a loan used to make investments (e.g., stocks/bonds, land, etc.)?			Documentation
Did you make donations of cash or noncash items to a qualified charity? • Tickets to charitable events require documentation of deductible amounts • One-time contributions of <b>\$250 or more require a receipt</b> from the charity			Receipts and documentation of value <b>No receipt, no deduction</b>
Did you donate a vehicle?			Valuation proof/1098-C
Did you have unreimbursed employment related expenses? Include only amounts that are not reimbursable and that were a requirement to do your job and were for the convenience of the employer			Documentation Include employer's reimbursement policy
Did you repay amounts previously reported as income (disability, Social Security, unemployment, etc.)?			Documentation
<b>Estimated Tax Payments</b>			
Did you make estimated tax payments to the IRS?			Amounts, dates
Did you make estimated tax payments to your state or another state?			Amounts, dates
I want to have overpayments (refunds) applied to next year's estimated taxes			

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<b>Miscellaneous</b>				
<b>Did you receive EIP1 (Economic Impact Payment for 2020? Amount \$</b>				<b>Notice 1444-A</b>
<b>Did you receive EIP2 (Economic Impact Payment for 2020? Amount \$</b>				<b>Notice 1444-B</b>
<b>Did you receive EIP3 (Economic Impact Payment for 2021? Amount \$</b>				<b>Letter 6475</b>
<b>Did you receive Advance Child Tax Credit payments?</b>				<b>Letter 6419</b>
Are you an enrolled tribal member?				Enrollment documents
Did you make gifts of more than \$15,000 to one or more individuals during the year?				
Did your spouse make gifts of more than \$15,000 to one or more individuals during the year?				
Did you establish a trust during the year?				Trust documents
Do you have a trust? Y or N – If yes, when was it last reviewed by your attorney? _____				
Did you or your spouse participate in a Medical Savings Account (MSA)?				
Did you lend money at below market rates?				Bring documentation
Did you pay interest on a student loan?				Bring documentation 1098-E
Did you or your spouse pay tuition for college or secondary school(s)?				1098-T forms
Have you or a dependent attended college for more than 4 years?				Tuition transcript(s)
Have you claimed the American Opportunity Tax Credit before? If yes, in which tax year(s)?				Proof of payment(s)
Were you reimbursed for education (tuition or other expenses)?				Reimbursement(s)
<b>Cryptocurrency (Bitcoin, Ethereum, etc.) SKIP IF NONE</b>				
Do you own any virtual currency (e.g., Bitcoin, Ethereum, etc.)?				
What exchanges have you used				Account statements
Do you use any non-exchange wallets to store crypto?				Year end statement(s)
Did you trade within your wallets at any time during the year?				Year end statement(s)
What year did you start buying cryptocurrency?				
Did you purchase anything using cryptocurrency?				
Did you receive payment for services with cryptocurrency?				
Did you receive cryptocurrency as a gift?				
Did you receive a hard fork?				
Did you receive an airdrop?				
Did you receive any mining income?				
Which accounting method did you use for prior year transactions?				FIFO, LIFO, HYPO
Do you buy cryptocurrency using a margin account?				
Did you buy any ICOs (Initial Coin Offering)?				
Have you given any coins away during the year?				
Did you lose crypto currency to a hack or fraud?				
Did you obtain any tax reports from your exchange(s)?				Tax reports
<b>Foreign Accounts (Banks, Investment); Foreign taxes SKIP IF NONE</b>				
Did you receive income from non-US sources?				Statement(s)
Did you pay taxes to a foreign country?				Statement(s)
Did you create or inherit a foreign trust; did you make any transfer to a foreign trust?				Documentation
During the year did you have an interest in or signature or other authority over a bank account or other financial account in a foreign country?				
Did you have a bank account in a foreign country?				Bank statements
Did you have a securities account in a foreign country?				Brokerage statements
Did you have an insurance policy from a company headquartered outside the US?				Current year statement
Did you have a retirement account from a foreign country or company?				Current year statement
Did you own a mutual fund organized in a foreign country?				Current year statement
Do you have cryptocurrency with a non-US exchange?				All statements
Did any account have a value on any day during the tax year of \$10,000 or more?				



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<b>Other Items</b>			
In prior 2 tax returns has credit for CTC, ACTC, or ODC been denied?			Bring notice(s)
Did you pay alimony/spousal support? Date of divorce or most recent modification			Divorce decree
Did you receive an Emergency Financial Aid Grant?			Documentation
Did you pay rent for your personal residence during the year?			Landlord name, address, and phone number
Did you have a loss from a casualty or theft?			Police report; insurance claim form(s)
Did you make improvements to your home for energy efficiency (solar, fuel cell, etc.)			Purchase documents
Did you make improvements to your home for energy conservation (insulation, doors/windows, etc.)			Purchase documents
<i>If you received tax credits in a prior year, bring all tax return(s) where credit was originally claimed</i>			
Did you purchase a new hybrid or electric vehicle?			Purchase documents
Did you purchase items for use in your state without paying sales tax? <i>Internet or catalog purchases</i>			<b>Use Tax Worksheet</b>
What is the sales tax rate where you live?			Rate: _____ %
Did you purchase fuel for a business vehicle (airplane, car, boat) not licensed for street use?			Gallons/vehicle
Did you pay someone to provide services in your home (housekeeper, caregiver, maintenance, etc.)? <i>This may require special reporting to the IRS or state tax agency.</i>			Details of payments and work agreements
Do you want to designate \$3 to the Presidential Election Campaign Fund?			
<b>This does not come out of your pocket and does not affect your taxes.</b>			T axpayer
			Spouse

<b>Electronic Filing &amp; Direct Deposit</b>			
If you are entitled to a refund do you want to have it electronically deposited?			Acct info; voided check
If you have a balance due do you want to have your account debited for the amount due?			Acct info; voided check
If using the same account as last year, please verify account number _____			
If not using the same account, please bring proof of account (voided check or current acct stmt)			

**OTHER INFORMATION FOR PREPARER NOT INCLUDED ABOVE**

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By my signature(s) below I acknowledge that I have documentation to support all income and expenses used on my tax return(s). In the event of an audit where such documentation cannot be provided in my defense, I/we hold \_\_\_\_\_ (firm/preparer) harmless for any adverse consequences that may be imposed by the Internal Revenue Service, the Franchise Tax Board or other taxing agencies.

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 Taxpayer Date Spouse Date

*It is the legal obligation of taxpayers to report all income received and to claim legitimate and documented deductions and credits. By our signatures above we acknowledge that we have provided information necessary to fulfill our legal obligations. The following statement appears on your tax forms in the signature space: **"Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete."***