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To help you feel confident about your business taxes, we're here for you throughout the year and at tax time when you're ready to prepare your individual tax return.

We've outlined a tax preparation checklist so you can gather what you need.

Personal Information

- ☐ State Identification Cards for each Taxpayer
- ☐ Copy of Social Security Cards or ITIN for each Taxpayer and Dependents
- ☐ **IF** social security card is limited- Proof of valid Employers Authorization Card
- ☐ For dependents- Proof of domicile with taxpayer
- ☐ Proof of Health Insurance only for California Residents

Income

Be sure to include all of the applicable income sources that is not limiting to the following:

- ☐ Form W-2 Income from Jobs
- ☐ Form W-2G Casino Winnings Form W-2G
- ☐ Form 1099-R Pension/Retirement Payments and/or distributions
- ☐ Form 1099-B Report of Stock Sales and Proceeds from Broker Transactions
- ☐ Form 1099-INT Bank interests Payments
- ☐ Form 1099-DIV Dividend Distributions
- ☐ Form 1099-SA Health Savings Accounts distributions
- ☐ Form 1099-SSA Payments received from Social Security
- ☐ Form 1099-MISC Cash Payments Received
- ☐ Any and all tax forms received for other income, including rental income, sale of a home or any other transaction not listed here.

Small Business, Rental or Cash Income – If ANY

- ☐ All Forms 1099-NEC and/or 1099-MISC received.
- ☐ All Forms 1099-K received.
- ☐ Detailed list of Income and Expenses (business and/or rental income)
- ☐ Mileage Log
- ☐ **Only if exists:** Balance Sheet
- ☐ **Only if exists:** Detailed list of Cost of Goods Sold and Inventory

Personal Expenses

To qualify for Itemized deductions, your expenses must be greater than your standard deduction based on your filing status. Deductions that you may include on your federal and state return may be different but can include:

- ☐ Medical Expenses – Doctor, Dentists, Ophthalmologist, prescribed medication or glasses, transportation, and treatment
- ☐ State Sales Taxes – The purchase tax of your new vehicle, luxury items, and other items are allowed.
- ☐ State Taxes- DMV Registration Fees, etc
- ☐ Property Taxes Paid (including supplemental)
- ☐ Forms 1098 Mortgage Interest
- ☐ Donations – ex. Religious Tithes, Non-Cash Donations to Registered Charities
- ☐ Unreimbursed Employee Expenses (State only deduction)
 - Tools, Educator Expenses, Union Fees, Uniforms, Professional Subscriptions, seminars, continuing education, travel, use of home for work, etc
- ☐ Gambling Loss Statement from Casino (only used to offset casino earnings)

Other Possible Expenses, Credits and Deductions

- ☐ Health Insurance Premium Tax Credit **FORM 1095-A**
- ☐ Childcare costs- provider statement with name, address, tax id and amount paid.
- ☐ Education costs – form 1098-T, Education Expenses (must be accredited institution)
- ☐ Adoption Costs – SSN of child, legal, medical and transportation costs
- ☐ Casualty and theft losses – amount of damage and insurance reimbursements
- ☐ Solar Panels and Residential Energy Efficiency Expenses
- ☐ Mortgage Credit Certificates (if applicable)
- ☐ Any taxes paid to a foreign country for income earned in that country.
- ☐ Any electric vehicle purchase.