

Tax Documents Checklist

Provide All That Apply

General:

- Copy of drivers licenses (both sides) for anyone who will file tax return with us
- Copy of the voided check if you are NEW or existing client who needs to update account on file
- \$175 deposit (check/cash or payment authorization form with credit card information) due at the time your documents are submitted to us. NEW POLICY for all of the clients.**
- Copy of the prior year tax return (NEW clients or if you had prior year returns prepared elsewhere)
- Copies of Birth Certificates and Social Security cards for all dependents (NEW clients or if you are adding NEW dependent)
- Personal Income Tax Organizer

Income Data:

- W-2:** for how many jobs? # _____ / **1099-MISC:** for how many jobs? # _____ / **Unemployment Form 1099-G** how many # _____
- Check here if you are self-employed (*sole proprietor, single LLC member*).
- Use income and expense organizer to provide all Income & Expense activity for the tax year
- Other Income – (Jury Duty, Union Benefits, etc.)
- Interest Income (*Form 1099-Int*)
- Dividend Income (*Form 1099-Div*)
- State / Local Income tax refunded (*Form 1099-G*)
- Social Security Benefits Statement (*Form 1099-SSA*)
- Pension / Annuity (*Form 1099-R*)
- Stock / Bond Sales (*Form 1099-B*)
- Partnership / Trust / Estate/S-Corporation Income/Loss (*Form K-1*)
- Gambling/Lottery Winnings, Prizes, Bonuses & Losses (*Form W-2G and written record of losses*)
- Alimony Income – (*Provide: Ex-Spouse's Name, their SS#, and annual alimony income you received, date divorce decree was finalized or modified to include alimony*)
- Rental Income – (Form 1099-MISC and written record of rental income not reported on the form)
- Distribution from Health Savings Account (*Form 1099-SA*)
- Distribution from Educational Savings Plan / 529 Plan (*Form 1099-Q*)
- Foreign Income
- Documentation about virtual currency transactions

Expenses & Other Data:

- Health Insurance bought through marketplace Healthcare.gov (*Form 1095-A*)
- Estimated Tax Payments to Federal and State Government (*provide records verifying amounts & dates paid*)
- Dependent Care Costs
- Education / Tuition Costs (*Form 1098-T, and written record of related expenses*)
- IRA Contributions / Retirement Contributions (*Form 5498 or written record*)
- Charitable Contributions/Donations of Cash or Non-Cash Items
- Mortgage / Home Equity Loan Interest / Mortgage Insurance (*Form 1098*)
- Real Estate Taxes
- Home Purchase (*provide closing statement*)
- Home Sale (*provide sale closing statement, original purchase closing statement, total cost of capital improvements*)
- Purchase qualifying for Residential Energy Credit (*contract for solar, small wind and geothermal heat pump property*)
- Alimony deduction (*Provide: Ex-Spouse's Name, their SS#, and annual alimony income you received, date divorce decree was finalized or modified to include alimony*)
- Medical / Dental Expenses (*ONLY if amount exceeds 7.5% of your total income*)
- Rental Property Expenses (*please provide itemized list – ex. Utilities, Insurance, etc.*). Use Rental Property Organizer.