IDEAL TAX CONSULTANTS

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
- ☐ **$200 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.