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
- ☐ **$250 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)*
- ☐ Electric Plug In Vehicle *(provide sales contract and Form 15400. If you received credit at the dealership, you are required to show it on the tax return and some people may have to repay it back.*
- ☐ 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. ***NJ Residents*** *provide last paystub that shows health insurance medical premiums paid and provide total medical expenses.*
- ☐ Rental Property Expenses *(please provide itemized list – ex. Utilities, Insurance, etc.)*. Use Rental Property Organizer.