TAX PREPARATION CHECKLIST

Prepare with confidence. Gather the documents that help tell the complete tax story.

CLIENT NAME	TAX YEAR	APPOINTMENT / DUE DATE
PHONE	**EMAIL**	**PREFERRED CONTACT**

How to use this checklist

Check only the items that apply to you. You may not need every document listed. If you are unsure whether something is relevant, include it or flag it for review so your tax professional can determine whether it is needed.

1. PERSONAL, HOUSEHOLD & FILING INFORMATION

Identity & Filing Basics

- ☐ Government-issued photo ID for taxpayer and spouse
- ☐ Social Security numbers or ITINs for taxpayer, spouse, and dependents
- ☐ IRS Identity Protection PIN (IP PIN), if issued *Include current-year IP PIN.*
- ☐ Copy of your prior-year federal and state tax returns
- ☐ Current mailing address and contact information
- ☐ Bank routing and account numbers for refund or direct debit

Life Changes That May Affect Filing

- ☐ Marriage, divorce, separation, or spouse death
- ☐ Birth, adoption, custody, or dependent changes
- ☐ Change of address or residency during the year
- ☐ Home purchase, sale, refinance, or foreclosure
- ☐ Retirement, disability, inheritance, or major financial change
- ☐ Started, purchased, sold, or closed a business

2. INCOME DOCUMENTS

Employment, Investments & Retirement

- ☐ Forms W-2 from all employers
- ☐ Forms 1099-INT and 1099-DIV
- ☐ Forms 1099-B or brokerage year-end statements
- ☐ Forms 1099-R for pensions, annuities, and retirement distributions
- ☐ Form SSA-1099 for Social Security benefits
- ☐ Schedule K-1 from partnerships, S corporations, estates, or trusts
- ☐ Digital asset / cryptocurrency transaction reports, if applicable

Other Income

- ☐ Forms 1099-NEC, 1099-MISC, and 1099-K
- ☐ Unemployment compensation statements
- ☐ Rental property income and expense records
- ☐ Alimony received, if taxable under applicable rules
- ☐ Prizes, awards, jury duty, hobby, or other taxable income
- ☐ Foreign income, accounts, or assets information
- ☐ Any income received without a tax form

3. DEDUCTIONS, CREDITS & TAX-RELATED DOCUMENTS

Potential Deductions

- ☐ Form 1098 mortgage interest statement
- ☐ Real estate / property tax records
- ☐ Charitable contribution receipts and acknowledgments
- ☐ Medical and dental expenses, if potentially deductible
- ☐ Student loan interest statement (Form 1098-E)
- ☐ Traditional IRA or other deductible retirement contributions
- ☐ Investment interest or deductible professional expenses, if applicable

Potential Credits & Benefits

- ☐ Education tuition statement (Form 1098-T) and qualified expense records
- ☐ Child/dependent care provider name, address, and tax ID
- ☐ Health Savings Account forms (1099-SA / 5498-SA)
- ☐ Marketplace health insurance statement (Form 1095-A)
- ☐ Energy-efficiency or clean-energy improvement receipts
- ☐ Adoption expense documentation, if applicable
- ☐ Other credit-related documentation you received

4. SELF-EMPLOYED & BUSINESS CLIENTS

Bring records that support both income and expenses.

Business Income & Financial Records

- ☐ Profit and loss statement / income statement
- ☐ Year-end balance sheet, if available
- ☐ Business bank and credit-card statements
- ☐ Forms 1099-NEC, 1099-MISC, 1099-K, and other income statements
- ☐ Gross receipts / sales records not reported on Forms 1099
- ☐ Inventory records and year-end inventory value, if applicable
- ☐ Prior-year business tax return and depreciation schedules

Business Expenses & Operations

- ☐ Advertising, marketing, website, and promotional costs
- ☐ Insurance, licenses, permits, professional fees, and subscriptions
- ☐ Rent, utilities, telephone, internet, and office expenses
- ☐ Equipment, computers, furniture, vehicles, and other asset purchases
- ☐ Travel, meals, and business-related expense records
- ☐ Contract labor / subcontractor payments and Forms W-9
- ☐ Loan interest, merchant fees, banking fees, and financing costs

Vehicle, Mileage & Home Office

- ☐ Business mileage log and total annual vehicle mileage
- ☐ Vehicle purchase / lease documents and operating costs
- ☐ Parking and toll records for business travel
- ☐ Home-office square footage and total home square footage
- ☐ Home-office rent, mortgage interest, utilities, insurance, and repairs

Payroll & Business Tax Records

- ☐ Payroll summary and Forms W-2 / W-3, if applicable
- ☐ Forms 941, 940, and state payroll filings, if applicable
- ☐ Employer retirement-plan contribution records
- ☐ Sales tax reports / state business-tax records, if applicable
- ☐ Estimated business tax payments and extension payments

Business-owner reminder

Avoid estimating from memory whenever possible. Organized financial statements and source records can make the preparation process more efficient and help identify items that need clarification before filing.

5. PAYMENTS, NOTICES & SPECIAL TAX ITEMS

Tax Payments & Correspondence

- ☐ Federal estimated-tax payment dates and amounts
- ☐ State estimated-tax payment dates and amounts
- ☐ Extension payment confirmations
- ☐ Prior-year balance-due payment confirmations
- ☐ IRS or state tax notices received during the year

Other Items to Flag for Review

- ☐ Foreign bank / financial account information
- ☐ Sale of stocks, real estate, business interests, or other assets
- ☐ Debt cancellation / forgiveness documents (such as Form 1099-C)
- ☐ Casualty, disaster, or theft-related documentation
- ☐ Large gifts, inheritance, or trust / estate distributions

6. BEFORE YOU SUBMIT YOUR DOCUMENTS

- ☐ Confirm that names, Social Security numbers / ITINs, and addresses are correct.
- ☐ Make sure you have received all expected W-2s, 1099s, K-1s, and other tax forms.
- ☐ Review your records for duplicate documents before submitting them.
- ☐ Identify any expected document that is still missing and note when you expect to receive it.
- ☐ Write down questions or transactions you want your tax professional to review.
- ☐ Organize documents by category when possible rather than sending unsorted files.
- ☐ Use Premier Alliance's approved secure document-delivery method for sensitive information.

> **Protect your information**
>
> Do not send Social Security numbers, bank account information, tax returns, or other sensitive documents through an unsecured general website form or ordinary email unless specifically instructed to use an approved secure method.

7. QUESTIONS / ITEMS TO DISCUSS

_____

_____

_____

_____

_____

READY FOR YOUR TAX REVIEW?

Gather what applies to you, note anything missing, and bring your questions. Premier Alliance can help you organize the information needed for an efficient tax-preparation process.

Important: This checklist is a general organizational resource and is not legal or tax advice. Required documentation varies by taxpayer, business, tax year, and engagement. Additional records may be requested after review.