Checklist of (potential) Tax Preparation Documents

For all 1040s

- ☐ Names, Address & DoB, of Taxpayer(s), including phone number & email address
- ☐ Driver's license & SS Card of Taxpayer(s)
- ☐ If filing separately, spouse name, DoB, SSN, occupation, phone number & email
- ☐ Dependent Information (name, SSN, DoB)
- ☐ Prior Year's Tax Return(s) with supporting documents (these contain carryovers, previous depreciation, previous AGI, etc.)
- ☐ Yes/No: Did you have cryptocurrency?
- ☐ Yes/No: Any Foreign Investments?

Income Documents for Individuals

- ☐ All W-2s
- ☐ 1099s (NEC, INT, DIV, MISC, OID, K, etc.)
- ☐ Stocks/mutual funds/bonds, crypto (1099-B)
- ☐ Unemployment Collected (1099-G)
- ☐ Disability Collected
- ☐ Social Security and Retirement Withdrawals (SSA-1099, RRB-1099, 1099-R)
- ☐ S-Corp, Partnership & Trust K-1s
- ☐ Cancelled Debt (1099-A, 1099-C)
- ☐ Alimony received
- ☐ Gambling Winnings (W2-G)
- ☐ HSA, MSA reported on 1099-SA

Did you buy or sell a home, or other real estate or personal property? If ***yes***, please provide the appropriate documents listed below.

- ☐ Sale and/or Purchase of Home documents (HUD, 1099-S)
- ☐ For home sale, how many of last 5 years did you live in house (of 15 years if military)?
- ☐ 1098-Mortgage Interest Statement
- ☐ Cost of major renovations done to house since original purchase
- ☐ Points Paid
- ☐ Rental Property purchase/sales information
- ☐ Income reported on sales of other property (1099-S, 1099-B)
- ☐ Dates, cost, and sales price of property sold

More Common Expenses:

- ☐ Childcare Information (must include Name of provider, address, Tax ID, & Amount Paid) for children 12 or under.
- ☐ Medical & Dental expenses (including mileage to appointments, service animal costs, special diet differentials… must be at least 7.5% of your AGI to be deductible)
- ☐ IRA Contributions (Form 5498)
- ☐ Charitable Contributions (name of charity, amount, date, TIN)
- ☐ Costs for Home Energy Efficient Expenses (replacement costs of roof, windows, doors, boilers, insulation, etc.; labor not deductible)
- ☐ Electric Vehicle Credit Info (cost, year, make & model, purchase agreement)
- ☐ Marketplace Health Insurance (1095-A)
- ☐ Expenses related to investments
- ☐ Rideshare Driver's Annual Summary
- ☐ Adoption Costs
- ☐ Non-business Bad Debt (up to $3000)
- ☐ Theft and Casualty Losses & Insurance payments (e.g., federally declared disaster)

Education Cost-related Documents

- ☐ Student Loan Interest (1098-E)
- ☐ 1098-T (Tuition statement)
- ☐ Teacher Educator Expenses (up to $300)
- ☐ Costs of Education required for continued employment
- ☐ Early Childhood Costs including provider name, costs, TIN, & which child(ren),

Tax Payments

- ☐ Estimated Taxes, including date paid and amounts
- ☐ Personal Property Tax Payments
- ☐ Real Estate Tax Payments
- ☐ Other State and Local Income Taxes Paid
- ☐ Record of Sales Tax Paid (if you itemize, you can either deduct state/local SALES tax or state/local INCOME tax, not both).

Checklist of (potential) Tax Preparation Documents

Trust and Estate Documents

- ☐ Will or trust instrument and documents
- ☐ Name and EIN of the estate or trust
- ☐ Name, title, and address of the fiduciary
- ☐ Last year's return (if any)
- ☐ Estimated taxes paid (if any)
- ☐ Beneficiary's name, address and SSN/EIN
- ☐ Any income documents of deceased and of trust or estate
- ☐ Any expense documents
- ☐ Any other deduction documents (e.g., charitable contributions)
- ☐ Financial statements and documents
- ☐ Description of any assets held by trust or estate

Do You Own a Business (Sole Proprietorship, LLC, S-Corp, Partnership, C-Corp)? If yes, provide:

- ☐ SS-4 (EIN letter from IRS if business has EIN)
- ☐ Date of Incorporation
- ☐ Articles of Incorporation
- ☐ Operating Agreements
- ☐ Owner info (SSN/TIN or EIN if another company, Percentage ownership, Address)
- ☐ Industry
- ☐ Is Business a Specified Service or Trade or Business?
- ☐ Rental Income + detail on number of rental use and personal use days; rental type, hours log for work, rental type, mortgage interest states

Additional Documents for Business Owners

- ☐ Accounting Method – cash/accrual
- ☐ Comparative financials with same accounting method which was used on the prior year return (unless requesting accounting change)
- ☐ Balance Sheet
- ☐ Profit & Loss Statement
- ☐ General Ledger
- ☐ HSA, MSA contributions (5498-SA)
- ☐ Self-employed health insurance
- ☐ Vehicle Mileage Business & Other - If first year, need cost, make, model, date of purchase/first use. **Note**: If vehicle in business name, only expenses are deductible.
- ☐ Home office (square feet of office AND house; any home costs that also support home office, such as utilities, roof replacement, insurance, etc.., and any home office specific costs
- ☐ Lists of assets and depreciation along with the fixed asset ledger if the general ledger is not available (e.g., records of business assets & equipment purchase date, price, when put in service)
- ☐ Payroll reports (940/941/W2/W3/SUTA)
- ☐ Business Bad Debt
- ☐ Keogh, SEP, Simple, and other self-employed contribution plans
- ☐ Contact number and email of each Shareholder
- ☐ Name and Title of Signing officer

Note: If receipts are provided that we have to calculate and record, there is an hourly fee of $250 per hour to get documents for this work in addition to the tax preparation costs

If you run a farm, please reach out and we can provide a separate checklist.