

# TAX RETURN CHECKLIST



Use the tax checklist below to find the documents and forms you'll need to get started.

## **PERSONAL INFORMATION**

- Your social security number or tax ID number for you and your spouse (if applicable)
- Copy of the front and back of driver's license or state ID (including spouse's)
- If you are a new client, please provide a copy of your prior-year tax returns
- There will be any significant change in income or deductions next year, such as retirement
- Did you pay anyone for domestic services in your home?
- Are you involved in bankruptcy or had any credit card debt cancellation? If so, please include 1099-C
- Did you purchase or sell a main home during the year? If yes, please provide the closing statement of the purchase and the sale.
- Did you refinance a mortgage or take a home equity loan?
- Total rent paid during the tax year \$\_\_\_\_\_

## **DEPENDENT(S) INFORMATION**

- Were any children born or adopted during the tax year?
- Dates of birth and social security numbers or tax ID numbers
- Childcare records (including the provider's tax ID number) if applicable
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)
- Do you have any children who earned more than \$2,100 of investment income?
- Did you make any contributions to a 529 plan? If so, then please specify which State plan. \_\_\_\_\_

## **SOURCES OF INCOME**

### ■ **Employed**

- Forms W-2

### ■ **Unemployed**

- Unemployment, state tax refund (1099-G)

### ■ **Self-Employed**

- Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all expenses / Profit & Loss Statement and Balance Sheet
- Business-use asset information (cost, date placed in service, etc.) for depreciation of any purchases of \$1,000 or more
- Office in home information, if applicable (including % of space used exclusively for business; homeowner's or renter's insurance paid) \_\_\_\_\_
- Record of estimated tax payments made (Form 1040-ES)
- Details of automobile (make, model, purchase price or lease payment) if used for business
- Mileage log if you used an automobile for business purposes
- Do you plan to contribute to a SEP IRA?

### ■ **Rental Income**

- Records of income and expenses (including AirBNB)
- Number of days rented and number of days used personally, if any
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040-ES)

### ■ **Retirement Income**

- Pension/IRA/annuity income (1099-R)
- Did you roll over any amounts from a retirement account (prior employer 401(k))?
- Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (1099-SSA, RRB-1099)

### ■ **Savings & Investments or Dividends**

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- Expenses related to your investments, including investment interest paid
- Record of estimated tax payments made (Form 1040-ES)
- Do you own or have financial interest in a foreign bank or financial account?

- **Other Income & Losses**

- Gambling income (W-2G or records showing income, as well as expense records)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Trusts/Estates
- Royalty Income 1099–Misc.
- Any other 1099s received
- Record of alimony paid/received with ex-spouse’s name and SSN

## **TYPES OF DEDUCTIONS**

- **Home Ownership**

- Forms 1098 or other mortgage interest statements
- Real estate and personal property tax records
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- All other 1098 series forms

- **Charitable Donations**

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations, including charity name, date(s), item(s) donated, and FMV of donated items
- Amounts of miles driven for charitable or medical purposes

- **Medical Expenses**

- Unreimbursed amounts paid for healthcare insurance and to doctors, dentists, hospitals

- **Health Insurance**

- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g., an employer, insurance company, or government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

- **Childcare Expenses**

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- Wages paid to a baby-sitter — Don’t include expenses paid through a flexible spending account at work

- **Educational Expenses**

- Forms 1098-T from educational institutions
- Receipts that itemize qualified educational expenses
- Records of any scholarships or fellowships you received
- Form 1098-E if you paid student loan interest
- Form 1099-Q for any education plan distributions

- **K-12 Educator Expenses**

- Receipts for classroom expenses (for educators in grades K-12)

- **State & Local Taxes**

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid

- **Retirement & Other Savings**

- Form 5498-SA showing HSA contributions
- Form 5498 showing IRA contributions
- All other 5498 series forms (5498-QA, 5498-ESA)

## **DISCLAIMER SECTION**

### **Tax Return Preparation**

We will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

### **Taxpayer Responsibilities**

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
  - You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
  - You must review the return carefully before signing to make sure the information is correct.
  - Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
  - You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

Signatures. By signing below, you acknowledge you have read, understand, and accept your obligations and responsibilities. For a joint return, both taxpayers must sign.

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

### **Privacy Policy**

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversation with other clients and affiliates. We may also review banking and credit card information about our clients in performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.