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Individual Tax Return Checklist

Note: for expenses, deductions, etc. Please do not send us receipts. Keep in your files for audit purposes.

Personal Information:

- Change of address or Occupation
- Current email address
- Filing Status
- Dependents' Social Security # and Date of Birth (adding/removing), including a copy of birth certificate and Social Security card
- Date of Birth (all family members)
- Driver's License/ ID for taxpayer & spouse
- Voided check or bank information for direct deposit of refunds or draft of tax due

New Clients:

- Last 3 years tax returns

Income and Source Forms:

- Wage statements - Form W-2
- Interest & Dividend Income - Form 1099-INT/Form 1099-DIV
- Sale of Stocks or Bonds - Form 1099-B -need cost basis (date purchased/sold-per share)
- Digital asset (Crypto-currency or other digital asset) received as an award or payment, sold, exchanged or otherwise disposed of. This includes exchanging one type of digital asset for another.
- Pension or Retirement income/Distributions-Form 1099-R
- Receive an Inheritance or Death Benefit
- Alimony Paid or Received (for divorces 2018 and prior) -need name and SS# of payer/receiver
- Unemployment income - Form 1099-G
- Lottery or Gambling Winnings - Form W-2G
- Jury Duty Pay
- State Income Tax Refund - Form 1099-G
- Cancellation of Debt - Form 1099-C
- Social Security Income - Form SSA-1099
- Rental Property income and expenses (P&L, we will not process receipts. Ask for excel template if needed.)
- K-1 from Partnerships/Trust/S-Corp/etc.
- Sale of Property/House - Settlement statement from purchase and sale of property/house
- Foreign Bank Accounts
- Distributions from Health/Medical Savings Accts.
- Distributions from Education Savings Accounts
- Long Term Care Distributions
- Form 1095-A/1095-B/1095

Investment Forms (May request):

- December Mortgage Loan Statement
- Year End/Last Quarter Statements (stocks, bonds, mutual funds, CDs, Money Markets)

Business Expenses:

- Self Employed Business Income & Expenses - Form 1099-MISC (P&L, no receipts)

Deductions/ Expenses:

- Childcare expenses & Provider information (name, address, EIN)
- Health/Medical Account Contributions
- Educator expenses - full time K-12 (up to \$300)
- Student Loan Interest - Form 1098-E
- Tuition & Education Fees - Form 1098-T
- Medical Expenses – totals, **no receipts**
- Property Tax Paid on Real Estate
- Mortgage or Home Equity Loan Interest Paid - Form 1098
- Purchase a New House or refinance - Settlement Statement
- Cash/non-cash charitable contribution information – **no receipts please**
- Volunteer Expenses/Miles
- Housing allowance amounts for Clergy/Ministers
- Lottery/Gambling Losses/only if have winnings
- Major Casualty/Theft Losses
- End of year Check Stub
- Adoption Expenses
- IRA Contributions
- "Green Energy" Purchases for home
- Foreign/ Other Taxes Paid
- Hybrid/Clean Diesel auto purchases - need copy of bill of sale
- Federal/State Estimated Taxes Paid - dates and amounts paid
- **Any Additional income/Expenses not listed**
- **Additional material may be requested during tax preparation process**