# TAX CHECKLIST

**This form is to assist you in gathering your income tax information. Use it as a guide for information you need to provide. Any questions, please call or e-mail.**

**GENERAL INFORMATION (required)**:

□ **ENGAGEMENT LETTER SIGNED BY ALL TAXPAYERS**

□ First, middle, and last names of all ***taxpayers & dependents*** **as written on the Social Security cards**

□ Social Security numbers or ITINS for all persons included on tax return

□ Dates of birth for all persons included on tax return

□ Current address (city, state, zip)

□ Telephone number where you can be reached

□ Valid e-mail address where you can be reached

□ Marital Status: Single ___ Married ___ Head of Household ___ Legally Separated ___

(To claim single or head of household you must be legally divorced or legally separated with a recorded court document as of 12/31/2023)

□ Number of Dependents: _____ Did any dependents have income? Yes ___ No __

***If Yes, provide information including copy of income statement (i.e. W-2, 1099s, etc.)***

□ Did all dependents live with you all year? Yes ___ No ___

If NO, how long did they live with you? (separate by dependent) ______________________________

**TYPES OF INCOME and IRS required documents**:

**IMPORTANT: We do NOT do crypto-mining, crypto-farming or crypto staking tax returns.**

□ Wages - All W-2's

□ Pensions/Retirements - 1099-R

□ Social Security - SSA-1099

□ Interest - 1099-INT

□ Dividends - 1099-DIV

□ Income from Rentals - All 1099-MISC/NECs or spreadsheets

□ Business Income - All 1099-MISC/NECs/K (3rd party vendor)

□ Farm Income

□ Alimony Received (awarded prior to 2019) - Total amount

□ Unemployment - 1099-G

□ Nonemployee compensation – 1099-NECs

□ Rents, Prizes/awards, commissions – 1099-MISCs

□ State Tax Refund - 1099-G

□ Sales of Stock, Mutual Funds - 1099-B

□ Tips and Gratuities

□ Gambling Winnings – W2G (include gambling statements)

□ Misc. - Jury Duty, Hobby Income, Cancelled Debt (1099C), etc.

□ Award letters from judgements received that are taxable

□ P&L plus Balance Sheet for small businesses, rentals, farms

□ Foreign Income – all sources

□ Cryptocurrency (virtual currency) –1099-B or year-end wallet report including detail & totals

□ K-1s (1065, 1120S, 1041)

□ Marketplace Insurance -1095A form

□ 1099Ks issued to you by Pay Pal, Venmo, Esty, Square or any third party payment network where money was transferred. This could even be your bank.

□ Any other documents that look like they are reporting income

**DEDUCTIONS TO INCOME (*Totaled by each type of income or expense):***

Provide valid expenses for

Rental property,

Gambling losses (statements from casinos required)

Farms,

Hobbies (where you received money)

Business(es), etc. in the form of spreadsheets (in which you keep the receipts) or actual receipts

**IMPORTANT: Bank statements and credit card statements are not sufficient without receipts**

**OTHER DEDUCTIONS/CREDITS TO INCOME**:

□ Mortgage Interest Statement – 1098

□ Property Taxes paid

□ Self-employed Health Insurance

□ IRAs /Keogh/SEPs

□ Student Loan Interest – 1098E

□ Medical Savings Account - not employer paid

□ Teacher Expense

□ Child Tax Credit

□ Foreign Tax Paid

□ Penalty on Early Withdrawal of Savings & Retirement

□ College Tuition and fees – 1098T

□ Adoption Expenses

□ Total Alimony Paid: Must include the name and social security number of recipient, the amount paid, and the date paid. (Valid only for decrees put in place prior to Dec 31, 2018 with no decree changes after that date).

□ Childcare/Day Care Credit: Must include name, address, social security number or business EIN of provider, the amounts paid, and the dates paid. Receipt or year-end statement from childcare provider must show all this information.

**FOREIGN ASSET**

□ Foreign bank accounts, retirement accounts, royalties, stocks, dividends, etc.

□ Foreign properties owned (owned individually or through a corporation or trust)

□ Crypto wallets

**ESTIMATED TAXES PAID**:

□ For quarterly tax estimates (not payroll tax or balance due in prior years) include:

The amount of each payment, the date paid, AND

The agency to which each payment was made (federal or state agency)

**ITEMIZED DEDUCTIONS:**

**MEDICAL (you can provide a written total summary page done by you but you must retain the proof of payments with the return once complete)**

| | | |
|---|---|---|
| Medical & Dental bills | Prescriptions | Glasses/Contact Lenses |
| Out-of-pocket expenses | Medical miles | Lab fees |
| Hearing Aids | Medical home & auto improvements | |
| Medical/dental insurance | Long term care insurance (separately reported) | |

Nursing homes & assisted living medical portion (statement needed)

**TAXES**

| | | |
|---|---|---|
| Prior year state tax paid | City/local taxes paid | Sales tax paid |
| Personal property tax | Other tax paid | |

**CHARITABLE CASH CONTRIBUTIONS (Must Be to a CERTIFIED 501(c)(3) charity) RECIEPTS OR YEAR-END STATEMENTS ARE REQUIRED FROM THE CHARITY. IF THE VALUE IS $250 OR GREATER FOR EITHER CASH OR NON-CASH, YOU MUST HAVE A RECEIPT.**

**IMPORTANT**: Receipt MUST state "No goods or services received in return" or not acceptable.

| | | |
|---|---|---|
| Church | Boy/Girl Scouts | United Way/CFC |
| March of Dimes | American Heart | Easter Seals |
| Red Cross | MDA/MS | YWCA/YMCA |
| Religious Organizations | Food Bank | Payroll deductions |
| Out-of-pocket Volunteer Expenses | Charitable mileage | Other certified charities |

**NON-CASH Donations**: Goodwill or Salvation Army or DAV or others (RECIEPT REQUIRED):

- List with Fair Market Value of household goods and clothing items given to Charitable Organizations.
- Must have receipts of donation with a detailed list of items given.
- It is good practice to take a quick photo of the group of items before dropping off to keep as a visual record to include with this list.

**IF THE CUMULATIVE VALUE OF NON-CASH DONATIONS IS $5,000 OR MORE, THE IRS REQUIRES AN APPRAISAL, EVEN IF THE INDIVIDUAL ITEMS ARE LESS THAN $5,000.**