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Tax prep checklist

PERSONAL INFORMATION

Name _____ DOB _____ SSN _____

Address _____ City _____ State _____

Home/Work Phone _____ Cell Phone _____

Email _____

Employer _____ Occupation _____

Name _____ DOB _____ SSN _____

Address _____ City _____ State _____

Home/Work Phone _____ Cell Phone _____

Email _____

Employer _____ Occupation _____

DEPENDENT(S) INFORMATION

Name _____ DOB _____ SSN _____

Name _____ DOB _____ SSN _____

Name _____ DOB _____ SSN _____

Name _____ DOB _____ SSN _____

SOURCES OF INCOME

- Employed W-2
- Unemployment, state tax refund 1099-G
- Social Security

SELF EMPLOYED

- Forms 1099-MISC, Schedules K-1
- Amounts not report on 1099's
- Records of all expenses
- Business use asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040-ES)

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 cost basis in property sold (if not reported on 1099-B)
- Health Savings Account and long term care reimbursements (1099-SA, 1099-LTC)
- Expenses related to your investments

RENTAL INCOME

- Records of income and expense
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made (Form 1040-ES)

OTHER INCOME & LOSSES

- Stock options, grants, etc
- Gambling income (W-2G or records showing income, losses, and expenses)
- Jury duty records
- Prizes and awards
- Trusts
- Royalty income 1099-MISC
- Any other 1099's received
- Record of alimony paid/received
Spouses's Name _____
SSN _____

HOME OWNERSHIP

- Forms 1098 – mortgage interest, HELOC, other interest statements
- Real estate tax records
- Personal property/excise tax records
- Energy saving home improvements

CHARITABLE DONATIONS

- Cash amounts donated
- Non-cash amounts donated
- Miles driven for charitable purposes

JOB EXPENSE & OTHER FEES

- Employment related vehicle expense (tolls, mileage, gas, maintenance, license, parking)
- Receipts for classroom expenses (for educators grades K-12)
- Employment related expenses (Dues, publications, tools, uniform cost and cleaning, travel)
- Job-hunting expenses
- Record of moving expenses not reimbursed by employer
- Amount paid for preparation of last year's tax return

STATE & LOCAL TAXES OR SALES TAX

- Amount of state/local income tax paid (other than withholdings)
- Amount of state/local sales tax paid
- Amount of vehicle sales tax paid

RETIREMENT & OTHER SAVINGS

- HSA contributions – form 5498-SA
- Retirement contributions – form 5498
- All other 5498 series forms (5498-QA, 5498-ESA)

HEALTH/MEDICAL

- Amounts paid for healthcare (out of pocket, co-pay, devices, etc)
- Miles driven for medical purposes
- Form 1095-A for insurance plans through Marketplace (Exchange)
- Form 1095-B and/or 1095-C for insurance through – employer, insurance company, Medicare, Medicaid, CHIP, TRICARE, VA, ETC
- Marketplace exemption certificate (ECN)

CHILDCARE EXPENSES

- Fees paid to a licensed day care center, family daycare, pre-school
- Wages paid to baby sitter

EDUCATION EXPENSES

- Forms 1098-T
- Receipts for qualified educational expenses
- Records of any scholarships or fellowships
- 1098-E – student loan interest

BUSINESS USE OF THE HOME

- Total sq. ft. of house
- Sq. ft. of home office
- Home insurance
- Utilities
- Maintenance
- Repairs

MISCELLANEOUS

- Rent paid
- Taxpayer Identity theft PIN
- Previous year's tax return

OTHER AREAS NEEDING ASSISTANCE

- Retirement planning
- College savings
- Wealth management/Investment planning
- Retirement income strategies
- 401k/403b Rollover

- Estate planning – wills, trust, power of attorney
- Small business retirement plan – 401k, SEP IRA, Simple IRA
- Tax protection strategies

- Yes, I would like a financial review after tax season

OTHER PROFESSIONALS YOU WORK WITH

Financial Advisor

Name _____ Phone _____

Attorney – Estate Planning

Name _____ Phone _____

Attorney – Real Estate

Name _____ Phone _____

Mortgage Broker

Name _____ Phone _____

Insurance Agent

Name _____ Phone _____

Other

Name _____ Phone _____

NOTES
