

Tax Checklist – What do I need to give my tax preparer?

*~~ Please provide your **Prior Year Tax Returns** ~~*

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- ☐ **Wages, Salary Income –W-2**
 - ☐ **Interest Income** – 1099-INT & Broker’s Statements
 - ☐ **Dividend Income** –1099-DIV (Mutual Funds, Stocks, Bonds, etc.)
 - ☐ **Investment Income** –10990B (Mutual Funds, Stocks, Bonds, etc.)
 - ☐ **Social Security, Pension, Annuity Income** – 1099-SSA & 1099R
 - ☐ **IRA** – 1099-R – Statements and Contributions
 - ☐ **Other Income** – Alimony, Unemployment, Gambling (lottery), etc.
 - ☐ **Education Expenses** – 1098
 - ☐ **Estimated Taxes – Federal and/or State?** *How Much Paid, and Dates of Payments*
 - ☐ **Residential Energy Credit Receipts**– Insulation of windows, energy efficient appliances?
 - ☐ **Advanced Child Tax Credit?**
IRS Letter 6149
 - ☐ **Stimulus Check (Economic Impact Payment)?**
Letter 6475 or Notice 1444-C

Business Income

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- ☐ **Business Entity Documents (if we are working together for the first time)**
 - ☐ **Subcontractor Income** – 1099 – MISC
 - ☐ **Merchant Account Income** – 1099-K
 - ☐ **Partnership, S-Corporations, or Trusts** – K-1
 - ☐ **Copy of QB (if you need help with financials)**
 - ☐ **Financial Statement(s)** – *Profit & Loss, Balance Sheet, General Ledger*
If needed, please ask for our Business Itemized Expense Document if you don’t have financials
 - ☐ **PPP Received**
Date of PPP Loan Disbursement
 - ☐ **PPP Forgiven?**
Amount of PPP covered loan (you should have received a forgiveness acknowledgement)

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Additional & Itemized Expenses

- ☐ **Medical/Dental expenses** – Includes medical insurance, drugs, glasses, doctor, dentists, etc.
- ☐ **Contributions and donations** – (If over \$250 for a donation you should have an acknowledgement letter)
- ☐ **Taxes** – Real Estate Taxes, etc.
- ☐ **Interest paid on loans** – Mortgage Interest [**Attach 1098 as applicable**]
- ☐ **Casualty losses (from theft or fire)**
- ☐ **Child and dependent care expenses** – Please provide documentation regarding provider

Name _____ SSN or EIN _____ Amount Paid _____

- ☐ **Alimony payments** – Spouse Name: _____ SSN _____ Amount Paid _____

Important! Let's discuss anything that you may feel may possibly bring a tax deduction.

- ☐ **NEW IRS REQUIREMENTS**
 - ☐ **If you are claiming a dependent** – please provide proof of identity (SSN, Birth Certificate, etc.)
AS WELL AS Proof of residency (New IRS Requirement***)
 - ☐ **1095 (A, B, or C)** – Proof of Health Insurance (New IRS Requirement***) –
If you don't have it at the time of filing, confirm that you have received full health coverage
(once you receive it, you can forward us a copy for your permanent record).