Personal Income Tax Checklist

PERSONAL INFORMATION

- Your social security number or tax ID (ITIN) number
- Your spouse's full name and social security number or tax ID (ITIN) number
- Picture of copy of your driver's license
- Mailing Address and Phone Number
- Bank Routing and Account Numbers
- Amount of any alimony received or paid and ex-spouse's full name and social security number
- Your tax returns for the previous **two** years

DEPENDENT/CHILD INFORMATION

- Dates of Birth
- Social Security Numbers or Tax ID numbers
- Childcare/Daycare Information
  - Name
  - Address
  - Phone Number
  - Tax ID Number
  - Total Amount Paid During the Year
- If enrolled in Public or Private School (Elementary, Middle, or High School)
  - Name of school
  - Total amount of tuition paid
  - Total amount paid for uniforms
  - Total amount paid for books, supplies, and materials

- Income of other adults in your home that can be claimed as dependents
- Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)
- Letter 6419 – Details total amount of Advanced Child Tax Credit received in 2021*
- Letter 6475 – Details total amount of EIP (Stimulus Check) payments received in 2021*

**Applies only to 2020 and 2021 tax returns*

EDUCATION PAYMENTS

- Forms 1098-T from educational institutions (if post-secondary student loans were taken out or cash payments made for dependents, self, or spouse)
- Detail of qualified educational expenses (books, supplies, room & board, etc.)
- Records of any scholarships or fellowships you received
- Form1098-E if you paid student loan interest

IRS FILED TAX FORMS FOR INDIVIDUALS

Type of Form	Sender	Reason for Receipt
W-2(s)	Current or Previous Employers	If you received employment income during the year
1099-INT or 1099 – OID	Banks, Credit Unions, other Financial Institution	If you received interest from savings account or investment activity
1099 – R	Retirement Plan Companies	If you received proceeds from retirement plan accounts (includes rollovers)
1099 – B	Investment Companies	If you had any investing activity during the year
Form SSA – 1099	Social Security Administration	If Social Security or Railroad Retirement Income was received

Form 1099 – S	Real Estate Company	If you sold real estate (may not be received for all sales)
Form 1099 – G	State Revenue Department	If you received state tax refund or received unemployment compensation
Form(s) K – 1	Partnership or S-Corporation	If you were a partner or shareholder in a partnership or S-Corp
Form(s) 1098	Mortgage Company	If you paid mortgage interest on real estate
Form(s) 1098 – E	Student Loan Company	If you paid interest on student loans
Form(s) 1099 – MISC	Various	Various
Form 1095 – A	Health Insurance Marketplace	If you received health insurance through the Marketplace
Form 1095 – B and/or 1095 – C	Employer or Insurance Company	If you received health insurance through your employer or other government program

Other Individual Tax Information

- Property Tax Payment Statement
- Detail of Medical Expense
    - Medical Insurance
    - Doctor or Hospital Payments
    - Prescription Medicine and Drug Payments
- State Tax Payments
- IRA Contributions (Traditional and Roth)
- HSA or FSA Contributions
- Casualty or Theft Losses (will need to discuss with CPA)
- Charitable Contributions
    - Giving Statements
    - Check Copies
    - Goodwill Statements
    - Other confirming statements
- Statement of activity for Virtual Currency Trading

Please note that your tax return may include but is not limited to the information detailed above. If you receive any additional return information from the IRS or have any other information that needs to be reported please be sure to furnish those documents to our office at your earliest convenience. Failure to provide reportable information to our office may result in an inaccurate tax return filing. Our office is not responsible for any penalties imposed by the IRS or charges that may be imposed due to failure to provide all necessary tax documentation. If you have any questions on if an item should be reported please contact our office immediately so we can properly direct you regarding these items.

Business Income Tax Checklist

IRS FILED TAX FORMS FOR BUSINESSES

Type of Form	Sender	Reason for Receipt
1099 – MISC	Various	Various
1099 – NEC	Businesses or similar organization	If you were paid as an independent contractor for work or services provides
Forms(s) K – 1	Partnership or S-Corporation	If you were a partner or shareholder in a partnership or S-Corp
Form 941 and 940	Filed by payroll provider	If you paid employees and remitted payroll taxes
1099-INT or 1099 – OID	Banks, Credit Unions, other Financial Institution	If you received interest from savings account or investment activity

OTHER BUSINESS TAX INFORMATION

Business owners that have a bookkeeper or accountant who has recorded all transactions please provide your business Profit & Loss Statement for the calendar year. If you do not have a prepared Profit & Loss Statement you may choose from the following options:

- Self-prepare your Profit & Loss Statement (see next page for information that can potentially be included)
- Provide your business bank and credit card statements along with any other receipts or invoices that may not be included on those statements. Our office will construct a Profit & Loss Statement based on the information provided

Please note that business income and expense categories attached include but are not limited to the information presented below. To get an accurate depiction of what should and should not be include we recommend that you consult with our professionals to help finalize your profit and loss statements prior to your return preparation. We are not responsible for penalties or criminal charges imposed by the IRS for fraudulent or negligent information presented by the taxpayer.

Income

- Gross receipts from sales or services
- Returns and allowances
- Business checking/savings account interest
- Other income

Cost of Goods Sold (if applicable)

- Inventory
- Beginning inventory total dollar amount
- Inventory purchases
- Ending inventory total dollar amount
- Items removed for personal purposes
- Materials & Supplies

Expenses

- Advertising
- Phones (landline, fax or cell phones related to business)
- Computer & internet expenses
- Transportation and travel expenses
- Local transportation
- Business trip (mileage) log
- Receipts for public transportation, parking, and tolls
- Business travel away from home
- Airfare or mileage/actual expense if drove
- Hotel/Lodging Expenses
- Business Meals, tips

- Taxi/Ride Share Expenses, tips
- Internet connection (hotel, Internet café etc.)
- Fees paid to subcontractors
- Cost and first date of business use of assets
- Records relating to personal use of assets
- Sales price and disposition date of any assets sold
- Business insurance
- Casualty loss insurance
- Errors and omissions insurance
- Interest expense
- Mortgage interest on building owned by business
- Business loan interest
- Investment expense and interest
- Professional fees
- Lawyers, accountants, and consultants
- Office supplies
- Pens, paper, staples, and other consumables
- Rent expense
- Office space rent
- Business-use vehicle lease expense
- Office-in-home
    - Square footage of office space
    - Total square footage of home
    - Mortgage interest or rent paid

    - Homeowner's or renters' insurance
    - Utilities
- Wages paid to employees
- Form W-2 and W-3
- Federal and state payroll returns (Form 940, Form 941, etc.)
- Employee benefit expenses
- Contractors
- Repairs, maintenance of office facility, etc.
- Estimated tax payments made
- Other business-related expenses
- Health insurance
- Premiums paid to cover the sole-proprietor and family
- Premiums paid on behalf of partners and S corporation shareholders
- Information on spouse's employer provided insurance

Rental Property Information

- Rental Property Address(s)
- Date Properties Placed in Service
- Cost of Property
- Fair Market Value of Property
- Number of days rented
- Number of days for personal use
- Rental Property Income (detailed by each property)
- Rental Property Expenses (detailed by each property)
  - Property taxes (reported on Form 1098 or other payment confirmation)
  - Property Insurance
  - Mortgage Insurance Premiums
  - Repairs & Improvements
  - Commissions paid to property managers
  - Advertising
  - Cleaning & Maintenance
  - Legal & Professional Fees
  - Supplies
  - Utilities
  - Interest Expense (reported on Form 1098 or other payment confirmation)
  - Any other expenses