

Tax Prep Checklist

Client Name: _____ Cell: _____ Email: _____

Directions: Please complete this checklist and include it with your tax documentation.

Yes	No	
<input type="radio"/>	<input type="radio"/>	1. Were there any changes to your filing status or number of dependents from last year? If yes, please explain: For new births, include date of birth and copy of Social Security card.
<input type="radio"/>	<input type="radio"/>	2. Are you or your spouse being claimed as a dependent by someone else? If yes, please explain:
<input type="radio"/>	<input type="radio"/>	3. Did you reside in more than one state? If yes, which states and when were you in each state?
<input type="radio"/>	<input type="radio"/>	4. Would you like us to E-File your return? If yes, please include the following: Client Name: _____ Driver's License #: _____ State Issued: _____ Date Issued: _____ Expiration Date: _____ Spouse Name: _____ Driver's License #: _____ State Issued: _____ Date Issued: _____ Expiration Date: _____
<input type="radio"/>	<input type="radio"/>	5. Would you like your refund to be directly deposited into your bank account? If yes, we need: Bank Name: _____ Account Type: Checking <i>OR</i> Savings (circle one) Routing #: _____ Account #: _____
<input type="radio"/>	<input type="radio"/>	6. Have you received all your W2's? If no, which ones are you missing?
<input type="radio"/>	<input type="radio"/>	7. Did you use your vehicle on the job other than commuting to work? If yes, please include mileage for the year.
<input type="radio"/>	<input type="radio"/>	8. Did you work out of town anytime this year? If yes, please explain and include total expenses.
<input type="radio"/>	<input type="radio"/>	9. Did you earn income from a state other than the one you lived in? If yes, please list the state(s) and total income earned.
<input type="radio"/>	<input type="radio"/>	10. Did you or your spouse receive any tips not reported to you or your spouse's employer? If yes, please list the amount.
<input type="radio"/>	<input type="radio"/>	11. Did you receive any unemployment income this past year? If yes, please explain and include 1099G.
<input type="radio"/>	<input type="radio"/>	11b. Did you receive any stimulus income this past year? If yes, please state amount.
<input type="radio"/>	<input type="radio"/>	12. Did you cash any US Savings Bonds? If yes, please list the amount(s) and date cashed.
<input type="radio"/>	<input type="radio"/>	13. Did you or your spouse "roll-over" a profit sharing or retirement plan distribution into another plan? If yes, please include the details and amounts.
<input type="radio"/>	<input type="radio"/>	14. Did you receive a schedule K-1 from a partnership, S-Corp, or Trust? If yes, please include documentation.
<input type="radio"/>	<input type="radio"/>	15. Did you receive any Social Security benefits? If yes, please include form SSA 1099R.
<input type="radio"/>	<input type="radio"/>	16. Did you receive any prize, award, or gambling winnings? If yes, please include form W-2G or 1099.
<input type="radio"/>	<input type="radio"/>	17. Did you receive any combat, jury duty, or alimony payments? If yes, please include details and amounts.
<input type="radio"/>	<input type="radio"/>	18. Did you sell any stock(s)? If yes, please include the dates, amounts, and any DIV/INT 1099 forms you have received.

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19. Did you incur any medical expenses this year?
If yes, please include list of expenses with totals.
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20. Did you move this year?
If yes, when did you move?
What is your new address? (please include street, city, state, and zip)
What moving expenses did you incur?
-
21. Did you buy or sell a house or property?
If yes, please include Settlement Statement.
-
22. Did you take out any new loans this year?
If yes, please include documentation.
-
23. Did you or your spouse make any IRA contributions?
If yes, please include documentation.
-
24. Did you pay any estimated taxes? If yes, include the dates and amounts for each.
Federal: _____ State: _____
City: _____ School District: _____
Other: _____
-
25. Did you donate any goods to a charity or church?
If yes, include the NAME of the organization and TOTAL VALUE donated. (See the attached Valuation Guide to determine values of donated goods.)
-
26. Did you pay any college tuition or continuing education expenses?
If yes, please include receipts with totals.
-
27. Did you incur any childcare expenses this year? If yes, please include an itemized list with totals.
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Tax Document Order

Here is a list of potential documents we'll need from you in order to complete your return efficiently. Depending on your stage of life, you may or may not have certain documents (i.e., if you're not receiving Social Security benefits, then you will not have an SSA form). Your Tax Prep Checklist will help you include the documents most easily forgotten.

I'm Bringing...	Type of Document
<input type="radio"/>	New Dependents' Social Security # and DOB
<input type="radio"/>	IRS Notices
<input type="radio"/>	Employment Income – W-2
<input type="radio"/>	Distributions (annuities, profit-sharing, retirement, IRAs, insurance contracts, pensions) – 1099R
<input type="radio"/>	Interest Income – 1099-INT
<input type="radio"/>	Interest Dividends – 1099-DIV
<input type="radio"/>	State Refunds
<input type="radio"/>	Certain Government Payments – 1099-G / Unemployment Income
<input type="radio"/>	Misc Income – 1099-MISC / 1099 NEC / Stimulus Letter
<input type="radio"/>	K-1
<input type="radio"/>	Rental Income
<input type="radio"/>	Social Security Income – SSA
<input type="radio"/>	Health Care Coverage – 1095
<input type="radio"/>	Medical Expenses (with totals)
<input type="radio"/>	Real Estate Tax
<input type="radio"/>	Mortgage
<input type="radio"/>	IRA/Retirement Contributions
<input type="radio"/>	Charity/Contributions (with totals)
<input type="radio"/>	Tuition
<input type="radio"/>	Childcare Expenses