**REQUIRED Tax Preparation Checklist: ✔ Check ALL that apply and provide details and/or documentation

- ☐ Updated/New Driver's License (Lic#, State, Issue & Exp Dates) ____________________
- ☐ New Bank Account Information for Direct Deposit ____________________
- ☐ Add/Lose Dependent(s) ____________________
- ☐ New Baby/Adoption (Name, DOB, SS#) ____________________
- ☐ Dependent Children Receive Interest/Dividend Income/Sell Stock? ____________________
- ☐ Are You Supporting a Parent? ____________________
- ☐ Did You Get Married/Divorced? ____________________
- ☐ Alimony? ☐ Paid ☐ Received Total Amount $ __________ Date of Divorce Decree ____________________
- ☐ New Address ____________________
- ☐ New Email or Phone Number ____________________
- ☐ File Bankruptcy or Cancellation of Debt ____________________
- ☐ Buy, Sell, Refinance, Foreclosure or Abandoned a Home or Rental Property (Provide Settlement Statements) __________
- ☐ New Home Equity Line of Credit? If yes, list **purpose of loan**: ____________________
- ☐ On-Line Purchases Which Were NOT Taxed? If yes, provide total value of non-taxed purchases $ __________
- ☐ Virtual Currency Trading? If yes, provide details ____________________
- ☐ **Required to file 5500 form?** This is for individuals who have more than $250,000 in their accumulated IRA accounts. ______
- ☐ Other Information We Need to Know ____________________

Income

- ☐ **W-2's** Full Time and/or Part Time Job(s)
- ☐ **1099-Int** Interest Received
  - ☐ Savings Bond Interest
- ☐ **1099-Div** Dividends
- ☐ **1099-B** Stock Sales
- ☐ **1099-R** Pension & Annuities (IRA/Retirement Acct)
- ☐ **SSA-1099** Social Security Income Statement
- ☐ **1099-G** State Tax Refund from previous year
- ☐ **1099-G** Unemployment Compensation
- ☐ **1099-Misc** Self-Employment /Business Income (All income, including inc from hobbies, must be reported)
- ☐ Business Income NOT Reported on a 1099-Misc
- ☐ Other Income: (Gambling, Lottery, Prizes, Awards, Jury Duty, etc.)
- ☐ Rental Property Income
- ☐ Oil/Mineral Rights etc. Income
- ☐ **K-1's** – Interest in a Partnership, Corporation, Royalties, Trusts or Estates
- ☐ **1099-A or C** Cancellation or Forgiveness of Debt
- ☐ Income from other states?

Deductions/Credits

- ☐ Real Estate Taxes
- ☐ Home Mortgage Interest
- ☐ Educational Expenses
  - ☐ **1098-T** Tuition
  - ☐ **1098-E** Student Loan Interest
  - ☐ Books & Other Deductible Educational Expenses
  - ☐ **1099-Q** 529 Plan Distribution
  - ☐ **529 Contributions** – Plan must be your state's plan to receive a deduction
- ☐ Teachers: Education Expenses – limited to $250
- ☐ Contribution to Retirement Acct
  - ☐ Through Employer: 401k 403b other: ________
  - ☐ NOT through Employer/ Personal Contribution: IRA, Roth, Other: ____________
- ☐ **1099-SA or Form 5498** Health Savings Account (HSA) Contributions or Distributions
- ☐ Additional HSA Contributions
- ☐ Long Term Care Insurance (include proof of premiums paid)
- ☐ Out of Pocket Medical Expenses (use worksheet on website)
- ☐ Charitable Cash & Used Goods Donations (use Donation Log)
- ☐ Child Care Expenses
  - ☐ Dependent Care Deducted through W-2
  - ☐ Use Childcare Expense Worksheet on Website
- ☐ Vehicle Ownership Taxes
- ☐ Rental Property Expenses (use worksheet on website)
- ☐ Expenses Related to Business Income (use worksheet on website)
- ☐ Solar/Energy Efficient Property Improvements
- ☐ **None of the above applies**

*New Clients Only

- ☐ Carryover Capital Losses from Previous Year
- ☐ State Refund or Amount Owed from Previous Year
- ☐ Other Carryovers, i.e., Net Operation Loss, Suspended Rental or K-1 Losses, etc.
- ☐ Provide last year's tax return, including carry forward items & depreciation reports

Estimated Payments

Provide amounts paid and date of each payment to IRS & State. Include additional estimated payments on a second page, if needed.

Due April 15 Fed $________Date Paid________State:_____ $ ____________Date Paid _______________
Due June 15 Fed $________Date Paid________State:_____ $ ____________Date Paid _______________
Due Sept 15 Fed $________Date Paid________State:_____ $ ____________Date Paid _______________
Due Jan 15 Fed $________Date Paid________State:_____ $ ____________Date Paid _______________

Taxpayer Name(s):____________________________ Signature(s): ______________________________ Date: ________

**By signing this Checklist, you are attesting that you have notated and provided documentation for ALL items related to your tax return. We rely on this form to ensure accuracy of your tax returns.