Comprehensive Document Checklist

To make the process as smooth as possible, please review the checklist below for a comprehensive list of items that may be needed to prepare your return. While not every item will apply to you, we recommend reading through it carefully to ensure nothing is missed.

You're welcome to drop off your tax documents at your convenience, but we recommend waiting until you've gathered all the necessary materials. Alternatively, you can securely upload your documents using our Tax Portal. If you haven't received an invitation to the portal yet, please contact us, and we'll get set up and provide additional instructions.

For security and efficiency, we kindly ask that you avoid sending tax documents as email attachments. Instead, the Tax Portal allows you to upload files as they become available and helps us keep everything organized for you. Please note that we'll need all supporting tax documents, along with a completed Questionnaire, signed Engagement Agreement, and Consent Form, before we can begin preparing your return.

If you'd like to schedule an appointment to review your information with your tax preparer, please call our office for booking.

We look forward to working with you soon and making this tax season as stress-free as possible!

Engagement Documents (Required)

- ☐ Engagement Agreement Signed
- ☐ Consent Form Signed
- ☐ Questionnaire Completed

Personal Information & Miscellaneous

- ☐ Driver's License or ID for Taxpayer and Spouse, if applicable.
- ☐ Social Security cards for Taxpayers and Dependents
- ☐ Dates of birth for Taxpayer, Spouse, and Dependents
- ☐ Residential and mailing address
- ☐ Any tax notices received from the IRS or other taxing authorities

Health Care Coverage Information

- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange), (or)
- ☐ Form 1095-B Health Coverage Statement (issued by insurance company, (or)
- ☐ Form 1095-C Employer-Provided Health Insurance Offer and Coverage, (or)
- ☐ Proof of health insurance coverage for each member in the household, (or)
- ☐ Exemptions – if you are exempt, you need the following:
  - ☐ An Exemption Certificate Number (ECN) issued by the Marketplace, (or)
  - ☐ Proof that another exemption applies.

Income Information

- ☐ W-2 Forms
- ☐ Independent contract work or other income (Form 1099-Misc)
- ☐ Capital gains income, sale of assets
- ☐ Pensions & Annuities
- ☐ Alimony received
- ☐ Jury Duty Pay
- ☐ Gambling & Lottery Winnings (Form W2-G)
- ☐ Prizes & Awards
- ☐ Scholarships & Fellowships
- ☐ State & Local Income Tax Withheld
- ☐ Tax Refunds & Unemployment
- ☐ K-1's from S-Corps, Partnerships, Trusts

Other Income

- ☐ Interest Income (Form 1099-Int)
- ☐ Dividend Income (Form 1099-Div)
- ☐ Proceeds from Broker Transactions (1099-B)
- ☐ Retirement Plan Distribution (Form 1099-R)
- ☐ Health Savings Account and Long-Term Care reimbursements (1099-SA or 1099-LTC)
- ☐ Sale of Home or Other Real Estate (Form 1099-S & closing documents/HUD-1)
- ☐ Rental property income and expenses
- ☐ Rental property information (cost, date placed in service, prior depreciation taken)
- ☐ Sale of Assets (include original cost basis and date of purchase)

Deductions

- ☐ Mortgage Interest (Form 1098)
- ☐ Real Estate Taxes Paid
- ☐ IRA & Other Retirement Plan Contributions
- ☐ Student Loan Interest Paid
- ☐ Medical (prescriptions, co-pay's, mileage, etc)
- ☐ Charitable Contributions (receipts for all cash donations, letter from charitable organization for donations over $250)
- ☐ In-kind charitable donations (details including date, description, value and original cost, letter from charitable organization for donations over $250)
- ☐ Un-reimbursed expenses related to volunteer work
- ☐ Education Expenses (From 1098-T)

- ☐ Child Care Expenses (need name, address & tax ID/SS# of provider)
- ☐ Medical Savings Accounts
- ☐ Adoption Expenses
- ☐ Alimony Paid (name and SS# of former spouse, copy of agreement)

Self-Employment / Business Information

- ☐ Business entity type, description, EIN & address
- ☐ Information on business income and expenses
- ☐ 1099-MISC forms received from clients or customers
- ☐ 1099-K issued by merchant card providers, such PayPal or Square
- ☐ Receipts & documentation for business assets purchased

- ☐ Business bank statements
- ☐ Business credit card statements
- ☐ Prior year depreciation worksheet
- ☐ Copy of 1099-Misc forms issued to vendors for services over $600
- ☐ Accountable plan expense reimbursements or company expenses paid personally
- ☐ Retirement plan contribution information (SEP, SIMPLE, 401K)
- ☐ Inventory – beginning balance, ending balance & purchases in current year
- ☐ Business assets purchased and assets sold or disposed of (including vehicles)
- ☐ Details on loans to/from company (including loans to/from shareholder/partner)
- ☐ CRS Reports
- ☐ Payroll tax reports (941, 940, 903A, W-2s), if applicable
- ☐ Home office information
- ☐ Mileage log for business use of vehicle

Other Information

- ☐ Estimated tax payments paid (include dates and amounts paid)
- ☐ Prior-year refund applied to current year and/or any amount paid with an extension to file
- ☐ Foreign bank account information: location, name of bank, account number, highest value of account during the year