

This list is meant to serve as a guide to our clients. Please use this as a reference when gathering all necessary documentation. This may not be a comprehensive list, please discuss any specific situations during consultation.

Personal Information

This information is used to identify the filer, who is covered, and where to deposit your tax refund if applicable.

- ☐ Social Security numbers & data of birth, and address for you, spouse, and dependents
- ☐ Copies of last year's tax return for you and your spouse
- ☐ Bank account number & routing number, if opting for direct deposit of refund

Income Information

- ☐ W-2 forms – Provided by employer/s
- ☐ W-2G forms – Gambling/lottery winnings
- ☐ 1099-C forms – Cancellation of debt
- ☐ 1099-G forms – Unemployment income, or state/local refunds
- ☐ 1099-MISC, -NEC forms – Independent contractor work
- ☐ 1099-R, form 8606 – Payments/distributions from IRAs or retirement plans
- ☐ 1099-S forms – Income from sale of a property
- ☐ 1099-SA forms – Distributions from health savings accounts (HAS)
- ☐ 1099-INT, -DIV, -B, forms - Investment or interest income
- ☐ K-1 forms – income from pass-through business, trust, or estate
- ☐ 1099-Q form – Payment from qualified education programs (529 plans)
- ☐ SSA-1099 form – Social Security benefits received
- ☐ Business or farming income – Profit/Loss statement, suspended loss information
- ☐ Rental property income & expenses – Profit/Loss statement, suspended loss information
- ☐ Miscellaneous income – Jury duty, medical savings account, scholarships, etc.
- ☐ Foreign income
- ☐ 1099-B or 8949 - Cryptocurrency transactions

Adjustment to Income

- ☐ 1098-E forms – Student loan interest paid
- ☐ 1098-T forms – Tuition paid
- ☐ 1099-SA, - Contributions to a health or medical savings account (HSA & MSA)
- ☐ Records for contributions to IRA or ROTH
- ☐ Teacher Educator expenses

Credits

- ☐ Childcare costs – provider's name, address, tax ID, and amounts paid
- ☐ Adoption costs – SSN of child; records of legal, medical & transportation costs
- ☐ Clean Energy/Vehicle – Invoices & Certificates if required

Deductions

Only applicable for those that are itemizing deductions. Ie. you can exceed the standard deduction

- ☐ 1098 forms – Mortgage interest, private mortgage insurance (PMI), and points you paid
- ☐ Charitable contributions – cash/check/credit card vs non-cash
- ☐ Real Estate taxes
- ☐ Medical & Dental expenses – Must exceed 7.5% of income
- ☐ Investment Interest expenses
- ☐ Records of other miscellaneous tax deductions: union dues, unreimbursed employee expenses
- ☐ Records of home business expenses, home size/office size, home expenses
- ☐ Rental property income/expenses – Profit/Loss statement

Taxes You've Paid

Estimated Payments Made:

- ☐ Federal – Dates & Amounts
- ☐ State – Dates & Amounts
- ☐ Local – Dates & Amounts