

Tax Document Checklist

Client Name _____ Tax Year ____

	Individual	
	General	
1.	Copy of Social Security Card(s) - Client, Spouse and Dependents	
2.	Copy of Driver's License - Client and Spouse	
3.	Last Year's Tax Return Including All Forms/Schedules - (first time clients only)	
4.	Cost of Last Year's Tax Preparation Fee - (first year clients only)	
5.	Personal Application Form (form is on our website)	
6.	Healthcare Questionnaire Form (form is on our website)	
7.	EIC Verification Document	
	Income	
1		V
1.	W2 - Wage Statements	
2.	1099-SSA/RRB - Social Security	
3.	1099-G - Unemployment or State Tax Refund 1099-MISC - Contract/Rental	
4. 5	1099-MISC - Contract/Rental 1099-R - Retirement/Pension	
5.	1099-R - Retirement/Pension 1099-INT/DIV - Interest/Dividends	
6. 7	1099-B - Sale of Stock	
7. °		
8. 9.	K1- Investment Income/Loss	
9. 10.	W2-G - Lottery Winnings Other: Alimony, Jury Duty, etc.	
10.	Other. Anniony, Jury Duty, etc.	
	Expenses / Deductions	
1.	1098 - Mortgage Interest	
2.	Property Tax - City & County (if not included on mortgage statement)	
3.	Refinanced Mortgage? (please provide HUD1 Settlement Statement)	
4.	Child Care (please provide name of provider, tax ID#, mailing address, phone #)	
5.	1098T - Tuition	
6.	1098E - Student Loan Interest	
7.	Adoption Expenses	
8.	Alimony Paid (please provide ex-spouse's name & SSN #)	
9.	Moving Expenses	
10.	Medical/Dental Expenses	
11.	Unreimbursed Employer Expense	
12.	Charitable Donations - Cash/Non-cash	
13.	5498 - IRA Contributions/HSA	
14.	Ad Valorem Tax (car registration)	

	Contractor / Small Business	
1.	Business Application Form (form is on our website)	
2.	Commissions	
3.	Estimated Tax Paid - Federal & State	
4.	Business Expenses (supplies, equipment, etc.)	
5.	Advertising	
6.	Legal Expenses	
7.	Rent Expenses	
8.	Office Supplies (internet, paper, pens, fax cartridges, printer cartridges, etc.)	
9.	Business/Cell Phone	
10.	Car Mileage	
11.	Car Repairs/Expenses	
12.	Insurance Expenses - Health, Dental, Vision, Liability, etc.	
13.	Square Foot - Home Office	
14.	Square Foot - Entire Home	
15.	Home Repairs	
16.	HOA/Condo Fees	
17.	Utilities Expenses (alarm, gas, water, electric, sanitation, home warranty, etc.)	
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1	Rental Property Rents Received - 1099MISC	
1.		V
2.	New Purchase/Refinance/Sale (please provide HUD1 Settlement Statement)	
3.	1098 - Mortgage Interest	\vdash
4.	RE Property Tax - City & County	
5.	Appraisal Expenses	
6.	Advertising Expenses	
7.	Cleaning & Maintenance Expenses	
8.	Commissions Expenses	\vdash
9.	HOA & Condo Fees	
	Insurance Expenses	\vdash
11.	Legal & Professional Fees	
12.	Management Fees	
13.	Repairs Expense	Ш
14.	Supplies Expense	
15.	Utilities Expenses (alarm, gas, water, electric, sanitation, home warranty, etc.)	Ш
16.	Mileage - Travel to Rental Property To & From	
	Business / Corporations	
1.	Business Application Form (form is on our website)	
2.	Last Year's Tax Return Including All Forms/Schedules - (first time clients only)	
3.	Cost of Last Year's Tax Preparation Fee - (first year clients only)	
4.	Business Income	
5.	Financial Statements - Balance Sheet and Income Statement	П
6.	Bank Statements (please download in Quicken, Quickbooks, or Excel)	П
7.	Business Expenses	П
8.	List of Assets Purchased During Year (please include asset name, date of purchase, and amount)	П
9.	Office Expenses (rent, utilities, etc.)	П
10.		П
11.	Employees - Year End Payroll Report, W3, 941, G7	