

To ensure a smooth filing process, please use this checklist as a guide for the information and documents we may request to prepare your taxes.

#### GENERAL INFORMATION

Do you have a copy of your prior year return?  
Were you previously issued an IP PIN by the IRS?  
Did anyone attend college?  
Do you own your home?

#### PERSONAL

##### Individual

Name  
Address  
Occupation  
DOB  
SSN  
Marital Status

##### Spouse

Filing Separately or Jointly?  
Spouse Name  
Occupation  
DOB  
SSN

##### Dependents

Name  
DOB  
SSN  
Relationship?  
Can anyone else claim dependent on tax return?  
How many months did dependent live in your home?  
Are they employed? (Form W-2, 1099)

#### INCOME

##### Common

Wages and Salaries (Form W-2, 1099)  
Investments /Savings (1099-INT, 1099-DIV, 1099-B)  
Unemployment Compensation (Form 1099-G)  
Social Security Benefits (Form SSA-1099)  
Retirement Income (Form 1099-R)  
Taxable State Refund (Form 1099-G)

##### Other Income

Rental Income (Schedule E)  
Farm Income (Schedule F) Farm Rental (Form 4835)  
Estate or Trust Income (Schedule K-1)  
Sale of Main Home or Sale of Business Assets

#### DEDUCTIONS | CREDITS

##### Common

Medical Expenses (Premiums/Doctor/Prescriptions/Misc)  
*Examples of miscellaneous deductible medical expenses include:  
acupuncture, treatment, ambulance, birth control, child birth  
classes, dentures, and physical therapy.*  
Homeowner (Form 1098)  
Donations to charities (Cash/NonCash)

##### Other Credits

Home Energy (Solar, Doors, Windows, Insulation, Electric)  
Child Care (Name, Address, EIN or SSN of caregiver)

##### Education

College Tuition (Form 1098-T)  
Did you pay for books, supplies, etc?  
Did you pay fees for school sports or activities?  
Has the student taken the following credits?  
American Opportunity Tax Credit (AOTC)  
Lifetime Learning Credit (LLC)  
Student Loan (Form 1098 - E)  
Teacher expenses for supplies/books/materials

#### BUSINESS INFORMATION

##### General

Business Name  
EIN  
Address (if different than home address)  
Percentage of ownership  
Type (or nature of) of business  
Business start date

##### Income

Gross receipts or cash sales not reported on 1099  
Returns, rebates, refunds  
Form 1099-NEC and Form 1099-MISC Income  
Form 1099-K Income (Square, Venmo)  
Business Income (Cash)  
Partnership 1065 Income (Schedule K-1)  
S Corporation Income (Schedule K-1)

##### Expenses

Labor paid out  
Administrative  
Repairs and maintenance  
Business Travel  
Insurance (other than health)  
Taxes & Licensing  
Legal / Professional Services  
Operation Expenses  
Supplies  
Advertising  
Office Expense  
Utilities  
Internet  
Phone  
Equipment (List equipment/tools purchased this year)  
Business Travel  
Meals  
Lodging  
Vehicle Expenses  
Year, Make, Model  
Business Miles  
Personal Miles  
Insurance  
Fuel Cost  
Repairs

##### Depreciable Assets

*List all equipment and tools utilized for the operation of your  
business, including approximate dates of purchase and purchase  
price.*

##### Home Office Expenses

Total SF of home  
SF used for business  
Date you began home office usage  
Total Rent  
Total Utilities  
Office specific remodel amount

##### Misc (Discuss with Accountant)

Alternative Fuel Vehicle  
Military  
Alimony  
HSA (Health Savings Account) - (Form 1099SA|5498SA)  
Disabled/Elderly (Schedule R)  
Adoption (Form 8839)