



Tax Preparation Checklist (Individual & Business Clients)

Please check all items that apply before submitting your tax documents.

Client Information

- ☐ Government-Issued Photo ID
- ☐ Social Security Number (SSN) or ITIN
- ☐ Current Address
- ☐ Phone Number
- ☐ Email Address
- ☐ Direct Deposit Information (New or Updated)
- ☐ Copy of Last Year's Tax Return (if prepared by another firm)
- ☐ IRS Notices or Letters (if applicable)

Income Documents

Employment Income

- ☐ W-2 Wage & Tax Statement
- ☐ W-2G Gambling Winnings

Self-Employment & Independent Contractor Income

- ☐ 1099-NEC
- ☐ 1099-MISC
- ☐ 1099-K

- ☐ Business Income Summary
- ☐ Profit & Loss Statement
- ☐ Business Expense Summary

Investment & Retirement Income

- ☐ 1099-INT (Interest) /1099-DIV (Dividends)
- ☐ 1099-B (Brokerage Sales)
- ☐ 1099-OID/ 1099-R (Retirement Distributions)
- ☐ SSA-1099 (Social Security Benefits)
- ☐ 1099-SA (HSA Distributions)
- ☐ 1099-Q (Education Savings)
- ☐ Consolidated Brokerage Statement
- ☐ Cryptocurrency Transactions

Partnership, Trust & S Corporation Income

- ☐ Schedule K-1 (Form 1065)
 - ☐ Schedule K-1 (Form 1120-S)
 - ☐ Schedule K-1 (Form 1041)
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Rental Property

- ☐ Rental Income
 - ☐ Rental Expense Summary
 - ☐ Mortgage Interest (Form 1098)
 - ☐ Property Taxes & Insurance
 - ☐ Repairs & Maintenance
 - ☐ HOA Fees
 - ☐ Utilities
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Other Income

- ☐ Unemployment Compensation (1099-G)
 - ☐ Jury Duty Pay
 - ☐ Foreign Income
 - ☐ Royalties
 - ☐ Prize or Award Income/ Gambling Winnings & Losses
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Homeowner

- ☐ Mortgage Interest Statement (1098)
 - ☐ Property Tax Statement
 - ☐ Home Office Expenses (if self-employed)
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Education

- ☐ Form 1098-T
 - ☐ Student Loan Interest (1098-E)
 - ☐ Tuition Receipts
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Medical

- ☐ Medical Expenses
 - ☐ Health Insurance Statements (1095-A, 1095-B, or 1095-C)
 - ☐ HSA Contributions (Form 5498-SA)
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Retirement

- ☐ IRA Contributions/ Roth IRA Contributions
 - ☐ SEP IRA Contributions/ SIMPLE IRA Contributions
 - ☐ HSA Contributions
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Family

- ☐ Childcare Expenses
 - ☐ Dependent Care Provider Information
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Other Deductions

- ☐ Charitable Donations
 - ☐ Vehicle Registration
 - ☐ State & Local Taxes Paid
 - ☐ Estimated Tax Payments
 - ☐ Business Mileage Log
 - ☐ Moving Expenses (if applicable)
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Business Clients

Business Information

- ☐ EIN Confirmation
 - ☐ Business Formation Documents
 - ☐ Prior Year Business Tax Return
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Financial Records

- ☐ Profit & Loss Statement
 - ☐ Balance Sheet
 - ☐ General Ledger
 - ☐ Bank Statements
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Income

- ☐ Sales Reports
 - ☐ Merchant Statements
 - ☐ 1099 Income Received
 - ☐ Accounts Receivable
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Sales Tax

- ☐ Sales Tax Returns
- ☐ Sales Tax Payment Records

Expenses

- ☐ Accounts Payable
 - ☐ Payroll Reports
 - ☐ Contractor Payments
 - ☐ 1099s Issued
 - ☐ Rent
 - ☐ Utilities
 - ☐ Insurance
 - ☐ Office Supplies
 - ☐ Advertising & Marketing
 - ☐ Professional Fees
 - ☐ Travel Expenses
 - ☐ Meals & Entertainment (Business)
 - ☐ Vehicle Expenses
 - ☐ Equipment Purchases
 - ☐ Depreciable Assets
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Payroll

- ☐ W-2 Forms
 - ☐ W-3
 - ☐ 941 Quarterly Payroll Reports
 - ☐ 940 Federal Unemployment Return
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Corporate Documents

☐ Shareholder Information

☐ Partner Information

☐ Schedule K-1s

☐ Loan Documents

☐ Asset Purchases

☐ Business Licenses

Additional Documents

☐ IRS Correspondence

☐ Estimated Tax Payments

☐ Extension Filing (if applicable)
