



Below is the information you will need to gather for the preparation of your personal | business tax returns (**Please check the box of all the documents provided**).

Personal Tax Checklist

- Copy of your social security card.
- Spouse's full name and copy social security card.
- Copy of your driver license (spouse driver's license – if married | or married filing separately).
- IRS generated **identity theft pin numbers** (copy of letter if applicable)
- Please let us know what county and school district you live in.
- Amount of any alimony paid and ex-spouse's social security number

Other people who may belong on your return

- Dates of birth and social security numbers (send copy of cards)
- Childcare records (including the provider's ID number) if applicable
- Approximate income of other adults in your home (not spouse, if you're filing jointly)
- Form 8332, copies of your divorce decree, or other documents showing that your ex-spouse is releasing their right to claim a child to you,

Education Payments

- Bills from the educational institution or anything else that itemizes what you paid or received loans for versus what was covered by scholarship or other financial aid
- Forms **1098-T** and 1098-E, if you received them
- Scholarships and fellowships

Employee Information

- Forms W-2

Self-Employment Information

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s.
- Records of all expenses – check registers or credit card statements, and receipts (**use excel spreadsheets provided to provide numbers**)
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office In home information, if applicable

Vehicle Information

- Total miles driven for the year (or beginning/ending odometer readings)
- Total business miles driven for the year (other than commuting)
- Amount of parking and tolls paid
- If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

Rental Income

- Records of income and expenses (property taxes etc.)
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Dates of acquisition and records of your cost or other basis in property you sold

Retirement Income

- Pension/IRA/annuity income (1099-R)
- Social security/RRB income (1099-SSA, RRB-1099)

Savings and Investments

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)

Other Income

- Unemployment, state tax refund (1099-G)
- Gambling income (W-2G or records showing income, as well as expense records)
- Amount of any alimony received and ex-spouse's name
- Health care reimbursements (1099-SA or 1099-LTC)
- Jury duty records
- Hobby income and expenses
- Prizes and awards
- Other 1099
- Gig Income:** Uber, Lyft, Instacart, GrubHub, AirBnb, Turo, etc.

Itemizing Deductions

- Forms 1098 or other mortgage statements
- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Real estate and personal property tax records (County Residence)
- Invoice showing amount of vehicle sales tax paid
- HUD statement showing closing date of home purchase
- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts paid for healthcare insurance and to doctors, dentists, hospitals
- Amounts of miles driven for charitable or medical purposes
- Expenses related to your investments
- Amount paid for preparation of your last year's tax return
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- Job-hunting expenses

IRA Information

- Amount contributed
- Traditional IRA basis
- Value of IRAs on Dec. 31st (Please provide year end statements)

If you were affected by a federally declared disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, clean up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Check FEMA site to see if your county qualifies for individual assistance.

Small Business Tax Preparation Checklist

Below is the information you will need to gather for the preparation of your business income tax returns.

Income

- Gross receipts from sales or services
- Sales records (for accrual based taxpayers)
- Beginning inventory (if applicable)
- Ending Inventory (if applicable)
- Items removed for personal purposes (if applicable)
- Returns and allowances
- Business checking and savings account interest (1099-INT or statement)

Transportation and Travel Expenses

- Local Transportation
- Business trip (mileage) log
- Contemporaneous log or receipts for public transportation, parking and tolls.

Travel away from home

- Airfare or mileage (actual expense if drove)
- Hotels
- Meals and tips
- Taxes and tips
- Internet connection (hotel, Internet café, etc.) **Additional Expenses**
- Advertising
- Commissions paid to subcontractors**

• File Form 1099-MISC and 1096 as necessary **Depreciation**

- Cost and acquisition date of assets
- Sales price and disposition date of any assets sold **Fringe benefits**

- Employer-paid pension/profit sharing contributions
- Employer-paid HSA contributions
- Employer-paid health insurance premiums
- Cost of other fringe benefits

Small Business Tax Preparation Checklist

Business insurance

- Casualty loss insurance
- Errors and omissions
- Other

Interest expense

- Mortgage interest on building owned by business
- Business loan interest
- Legal fees

Office supplies

- Pens, paper, staples, etc.
- Other consumables **Rent expense**
- Office space rent
- Business-use vehicle lease expense
- Other

Office-in-home

- Square footage of office space (hours of use for daycare business)
- Total square footage of home (not applicable for daycare business)
- Mortgage interest or rent paid
- Utilities

Wages paid to employees

- Form W-2 and W-3 Federal and state payroll returns (Form 940, etc.) **Other expenses**
- Repairs, maintenance of office facility, etc.

I / We hereby acknowledge that the information provided is true and correct.

Signature: _____

Signature : *(Spouse – if applicable)* _____

Date: _____

Date: _____