



TAX PREPARATION CHECKLIST

Please provide soft (pdf) or hard COPIES of the following for your tax return preparation, as applicable. If mailing info to us, please DO NOT send originals.

<input type="checkbox"/>	Signed and dated "Required Individual Questionnaire"
<input type="checkbox"/>	Signed and dated Individual Engagement Letter
<input type="checkbox"/>	Copy of your prior year Fed and state tax returns (for new clients only)
<input type="checkbox"/>	W-2 forms from each employer during this tax year
<input type="checkbox"/>	Year-end or final paystubs from each employer during this tax year
<input type="checkbox"/>	Forms 1095-A (Health Insurance Marketplace Statement), 1095-B (Health Coverage) or 1095-C (Employer Provided Health Insurance Offer and Coverage)
<input type="checkbox"/>	1099-INT & 1099-DIV forms for Interest and dividend income, all other 1099 forms
<input type="checkbox"/>	1099 and 1099-R forms for pensions & retirement, & SSA-1099 for Social Security
<input type="checkbox"/>	1099-K Merchant Card and Third Party Network Payments
<input type="checkbox"/>	1099-B forms for the sale of securities, and cost basis if not provided on the 1099-B or a statement from the broker
<input type="checkbox"/>	1099-S forms for state tax refunds, gambling winnings, or lottery proceeds
<input type="checkbox"/>	1099-C or 1099-A for any cancellation of debt income or foreclosure of a residence
<input type="checkbox"/>	1099-QA and 5498-QA for ABLE accounts
<input type="checkbox"/>	1098 forms for mortgage and home equity loan interest, Real estate taxes paid in this tax year
<input type="checkbox"/>	1098-T forms received from Educational Institutions for Tuition and Fees paid in this tax year
<input type="checkbox"/>	Schedule K-1's from partnerships, S corporations, trusts and/or estates
<input type="checkbox"/>	Records regarding rental income and expenses
<input type="checkbox"/>	Alimony paid or received, including name and social security number of recipient (Please bring a copy of your divorce decree)
<input type="checkbox"/>	Records of the purchase, sale or refinance of a personal residence, 2nd home, vacation home or rental/investment property (including escrow closing statements)
<input type="checkbox"/>	Summary of medical and dental expenses paid in this tax year including insurance reimbursements
<input type="checkbox"/>	Schedule of estimated taxes paid for federal, state, and local taxes
<input type="checkbox"/>	DMV Vehicle License Fees for this tax year
<input type="checkbox"/>	Job-related expenses for educational purposes, job hunting and out-of-pocket expenses related to your employment (union dues, special work clothing, tools, equipment, or supplies)

<input type="checkbox"/>	Receipts for travel, lodging, and meals while on business
<input type="checkbox"/>	Child-care expenses and provider information, including name, address, phone number and tax identification number
<input type="checkbox"/>	Information on educational expenses for possible tax credits
<input type="checkbox"/>	Social security numbers and dates of birth for any new dependents
<input type="checkbox"/>	Moving expense details for active duty Armed Forces members
<input type="checkbox"/>	Records regarding vehicles purchased or leased in this tax year if claiming business use
<input type="checkbox"/>	Summary of casualty losses (fire, theft, natural disaster)
<input type="checkbox"/>	Itemized list of charitable donations, for donations, including cash, clothing and household items. See the chart below for required substantiation information. In general, for donations of cash that are less than \$250, a bank record is needed, for cash donations of more than \$250 a letter from the charitable organization is also necessary prior to filing the return.

Charitable Contribution Substantiation Information Required		
Amount	Documentation	Substantiation
Monetary contributions of less than \$250	Bank record	Includes canceled check; bank, credit union, or credit card statement showing name; and transaction posting date (credit card)
	Written communication from charity	Name of charity, date, and amount of contribution
	Payroll deduction	Pledge card and pay stub, W-2 wage statement, or other document furnished by employer, including total amount withheld for charity
Monetary contributions of \$250 or more	Written acknowledgment from the charity for each donation	Name of charity, date, amount paid, description, and estimate of value of goods or services provided by the charity
Monetary contributions of less than \$250	Receipt from donee or reliable records	
Nonmonetary contributions greater than \$250 and not more than \$500	Contemporaneous* written acknowledgment	Name of charity, date, amount paid, and description (but not value) of goods or services provided by the charity
Nonmonetary contributions greater than \$500 and not more than \$5,000	Written acknowledgment	All of the above, plus how you got the property, date you got the property, and cost or other basis

*A written acknowledgment is contemporaneous if it is obtained by the taxpayer on or before the earlier of the date the taxpayer files the original tax return for the year of the contribution or the due date (including extensions) for filing the original tax return.

