



# Tax Appointment Checklist

## Personal information Required: (Only for new client or if any updates from last year)

- Name, Address, Social Security Number and Date of Birth for yourself, spouse, and dependents
- Children and Dependent Social Security Card, Green Card, US Passport, State-issued Photo ID
- Banking information - Routing & Account Number for Direct Deposit - check copy, image, or bank document
- Last year's Tax Return Documents if you are A NEW CLIENT

## Identification Documents: Taxpayer & Spouse - Driver's license or State-issued Photo ID

## Possible Income documents you may have or receive for tax purposes:

- Wages, Non-employee Income, Unemployment Income - Form W-2/1099-NEC/1099-MISC/1099-K/1099-G
- Interest, Dividend Income, Stock Investment Capital Gain, Loss Statement - Form 1099-INT/1099-D/1099-B
- Original Issue Discount - Form 1099-OID, Distributions Received from Cooperatives - Form 1099-PATR
- State, Local income tax refund Form 1099-G, Pension, Annuity, Stock or Bond Sales - Form 1099-R
- Contract, Partnership, Trust, Estate Income - Form K1
- Gambling, Lottery Winnings & Losses, Prizes, Bonus - Form W-2G
- Rental Income - Form 1099-RENT
- Debt Cancellation - Form 1099-C
- Self-Employment Income - Cash, Bank Direct Deposit, check received Total, Tips, Foreign Income

## Possible Expense documents you may have or receive for tax purposes:

- 1095-A if health insurance bought from Marketplace to reconcile Advance Premium Tax Credit or Repayment
- Dependent Care Costs - Document with Dependent Care Provider Name, Address, EIN or SSN and Amount
- Education, Tuition Costs, Materials Purchased - 1098-T / 1098-E
- Medical, Dental Expenses - if more than 7.5% of Adjusted Gross Income
- Mortgage - Home Equity Loan Interest, Mortgage Insurance - 1098 Mortgage yearly statement
- Moving expenses only for Military
- Gambling Loss, Lottery Expenses
- Investment Expenses, Professional and legal expenses
- Real Estate (Home), Vehicle Auto Property Taxes
- Alimony Expenses with court decision documents
- Charitable Contributions Cash, Non-Cash receipts
- IRA Contributions, Retirement Contributions
- Estimated Tax Payments to Federal and State Government amount and date of payment
- Energy saving equipment and installation expenses in your property for qualifying Residential Energy Credit
- Settlement Statement/HUD/Closing Disclosure (CD) if you bought a New Home or REFINANCE in tax year
- Rental Expense - Mortgage Interest, Property Tax, Insurance, HOA, Mgmt. Fee, Repair and Maintenance etc.

## For CTC (Child Tax Credit), Dependent Care Credit and EIC (Earned Income Credit):

- Child and dependent care expenses receipts with provider name, address and EIN or SSN number
- Children School record or statement, medical records, Childcare provider records, Health Insurance Statement (Form 1095-A, B or C), Landlord or property management statement, Lease documents etc.

## For Education Credit – AOC (American Opportunity Credit) and LLC (Lifetime Learning Credit):

- Form 1098-T from your college or university
- Verification of enrollment - Student ID card, enrollment documents, school transcript etc.
- Proof of Tuition Fees Paid - Tuition statement, receipt of payment, any documents verifying the amounts of tuition fees paid through bank or with credit card or financial records and other qualifying educational expenses paid receipt or bank or credit card transaction (only books & educational materials, do not include cost of room, board, medical expenses, transportation, and insurance).

*Note: Above are possible tax documents you may have or receive for tax purposes. Please don't think that you need all to file your taxes. This may help you to remember anything missing to prepare your tax return.*