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Tax Client Checklist

Step1. Use this Checklist as a helpful aid to confirm you've uploaded the documents needed to file your tax return.

Step2. Complete this checklist and check "*Yes*" on the last question to confirm your completion.

Step3. SAVE and upload this saved checklist to your secure Client Vault.

IMPORTANT ! DO NOT UPLOAD THIS CHECKLIST UNTIL YOU HAVE UPLOADED YOUR TAX DOCUMENTS!

Section 1 TAXPAYER INFORMATION

Your Name		Your Email	
		Your Phone	
Spouse Name		Spouse Email	
		Spouse Phone	

Section 2 CHANGES TO PERSONAL INFORMATION (Check each row)

2	Yes/ Done	No or N/A		New Information			
2-1	☐	☐	**Change to Marital status**				
2-2	☐	☐	**Change to Dependents** (Include Birth Dates)				
2-3	☐	☐	**Address Change**	Addr1			
				Addr2			
				City			
				State		Zip	
2-4	☐	☐	**Contact Info Changed**	Taxpayer Email		Phone	
				Spouse Email			
2-5	☐	☐	**Bank Information for refunds** (if applicable)	Bank Name			
				Name on Account			
				Checking or Savings			
				ABA Routing			
				Account No.			
2-6	☐	☐	**Any Other Life Changes?**				

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Section 3 SOURCES OF INCOME (Check each row)

3	Yes/ Done	No or N/A		
3-1	☐	☐	**Employed**	Form W-2
3-2	☐	☐	**Unemployed**	Form 1099-G
3-3	☐	☐	**Gig Economy**	Income records, 1099s
3-4	☐	☐	**Self Employed**	• Forms 1099s, Schedule K-1s, income records not on 1099-Misc or 1099-NEC • List of all business-related expenses • Home office information (sq ft, equip, % used for business, etc.) • Business auto expenses and mileage (Jan 1 - Jun 30 & Jul 1 – Dec 31) • Licenses, Registrations, Professional Memberships, Subscriptions, CPE • Other Self-employment expenses
3-5	☐	☐	**Rental Income**	• Records of income and expenses • If Purchase or Sale – transaction documents
3-6	☐	☐	**Retirement Income** (1099-R)	Pension, IRAs, Annuities Traditional IRA Basis
3-7	☐	☐	**Social Security**	Form SSA-1099
3-8	☐	☐	**Savings, Investments, Dividends**	• Interest and dividends (Forms 1099- INT, 1099- DIV) • Income from Stock Sales or other assets (Forms 1099-B, 1099-S) • Dates of acquisition and records of Cost or Basis in assets sold (if Basis is not reported on 1099-B) • Expenses and fees related to investments • Transactions involving cryptocurrency (virtual currency) • Foreign investments
3-9	☐	☐	**Other Income and Losses**	• Gambling income (W-2G or records showing income and expenses) • Jury Duty income • Hobby income and expenses • Prizes and awards • Trust income • Royalty income (Form 1099-Misc) • Any other 1099s received • State Tax Refund

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Section 4 TYPES OF DEDUCTIONS (Check each row)

4	Yes/ Done	No or N/A		
4-1	☐	☐	**Home Ownership**	• Forms 1098 or other mortgage interest statements Real estate and personal property tax records • Receipts for energy-savings home improvements (e.g., solar panels, solar water heater, energy-efficient insulation) • All other 1098 series forms
4-2	☐	☐	**Charitable Donations** (Receipts and Letters)	• Cash • Non-Cash • Records of miles driven for charitable causes
4-3	☐	☐	**Medical Expenses** (statements, receipts)	Records showing amounts paid for healthcare, insurance, doctors, dentists, specialists, hospitals, lab work, prescriptions, medical equipment
4-4	☐	☐	**Health Insurance**	• Form 1095-A Insurance enrolled through the Marketplace (Exchange / healthcare.gov) • Health Savings Account (HSA) and Long-term Care Reimbursements
4-5	☐	☐	**Childcare Expenses**	• Fees paid to licensed daycare center or family day care for infant or preschool • Amounts paid to a babysitter or care provider for your child(ren) under age 13 while you work • Expenses paid through a dependent care Flexible Spending Account (FSA) with work
4-6	☐	☐	**Educational Expenses**	• Forms 1098-T from educational institutions • Receipts that itemize qualified educational expenses • Records of any scholarships or fellowships you received • Form 1098-E if you paid student loan interest
4-7	☐	☐	**K-12 Educator Expenses**	Receipts for classroom expenses (for educators in grades K thru 12)
4-8	☐	☐	**State, Local and Federal Taxes**	• State and local income or sales tax paid (other than wage withholding) • Invoices of vehicle sales tax paid and/or personal property tax on vehicles • Record of estimated quarterly federal and state tax payments
4-9	☐	☐	**Retirement & Other Savings**	• Form 5498-SA showing HSA contributions • Form 5498 Showing IRA contributions • All other 5498 series forms

4-10	☐	☐	**Federally Declared Disaster**	• City/County you lived in/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 • Travel, lodging, living expenses during recovery

Section 5 ADDITIONAL INFORMATION FOR TAX RETURN

5	Yes/ Done	No or N/A		
5-1	☐	☐	**Notes and More Info**	Please include any other records or information which may be helpful in preparing your tax return
Additional Info:				

Acknowledgement of Completion

Yes/Agree ☐	I have completed uploading all my tax documents and will upload this Checklist next.

Save To Computer

After saving this checklist to your computer, upload it to your Client Vault.
Please Do Not upload this checklist until tax documents have been uploaded.