

Taxpayer Comprehensive Checklist

*Each year some taxpayers find themselves wondering if they have considered everything that can be used in the preparation of their tax returns. This checklist is designed to help you to do just that.*

	Your Response
Personal information	
Your name:	
Your occupation	
If you're a previous client, did your address change?	
New address	
Can you be claimed as a dependent on someone else's return?	
If yes, who can claim you?	
Are you a US citizen or green card holder?	
What is your visa status	
Are you married?	
Date of marriage	
Spouse's name	
Spouse's birthdate	
Spouse's occupation	
Is Your spouse a US citizen or green card holder. If no, What is your spouse's visa status?	
Can your spouse be claimed as a dependent on someone else's return? If yes, who can claim your spouse?	
Do you want to file separately?	

IRS Denial of Credits	
Have you ever been denied (or had reversed) Earned Income Tax Credits (EITC),	
Chid Tax Credits (CTC), Head of Household (HOH) status, or American	
Opportunity Credits (AOC for tuition)?	

Dependents	
Do you have any dependents -- children, disabled adults -- living with you?	
how many? Provide names, SS#, birthdates	
Do any children with interest, dividends, and capital gains over \$1,100?	
Do you share custody of any dependents with someone other than your spouse?	
Do you pay for childcare? You will need a the name, address, and EIN of the Provider	

Education	
How many household members (spouses and dependents) are in college?	
Did you receive any 1098 T for their tuition payments?	
Are any dependents in private K-12?	
Do you have a 529 account, ABLE account, or Coverdell account?	

Did you receive any distributions from a 529, ABLE or Coverdell account?	
In what state is your 529 held?	
Did make contributions during the year? If so, how much?	
Did you pay any student loans during the year? If yes, please provide your 1098 E	
If in MA, which if any of the student loans are for undergraduate schooling?	

<b>Health Insurance</b>	
Did you have a medical savings account (MSA)?	
Did you have a health savings account (HSA)? (this is NOT an FSA)	
Did you acquire an MSA through the death of an account holder? Did you receive payments unders a long-term care (LTC) insurance policy or receive accelerated death benefits from a life insurance policy?	
Did you purchase insurance through the Affordable Cares Act (ACA/Obamacare)? If yes, we will need your 1095-A form.	
For CA, DC, MA, NJ, RI and VT residents, did you or any member of your family lack health insurance for even one month?	

Home	
Did you own a home at any time in the year?	
Do/did you have a mortgage during the year?	
Did you add solar panels to a home?	
Did you refinance your mortgage or take out a new mortgage or home equity loan?	
Did you participate in the first time home buyer's credit program?	
Did you receive any solar power income from home panels?	
For renters, how much rent did you pay for this tax year (by state)?	

Income during the tax year	
How many employers did you and your spouse have (W-2 wages)?	
Did you receive any social security, RR retirement, or disability income?	
Did you receive any unreported tip income?	
Did you receive any unemployment payments?	
Did you receive any income from contract work (1099-NEC)?	
Did you receive any 1099-MISC or 1099-K forms?	
Did you receive any alimony?	

Amount received	
Date of divorce	
Date of alimony agreement	
Did you receive gambling winnings, fantasy sports, jury duty, or other income?	
Did you barter?	
Are you an owner, shareholder or beneficiary of any partnerships, S-corp, trusts or estates? Did you receive any K-1 forms?	

<b>Investments</b>	
Do you have interest generating bank accounts?	
Do you have investment accounts (stock, mutual funds, etc.)?	
Did you buy, sell, trade, or do any other cryptocurrency transaction (or online gambling)?	
Did you buy, sell, or gift digital assets like NFTs?	
Did you cash any US savings bonds?	

<b>Retirement Plans</b>	
Other than through your employer, did you contribute to a retirement plan?	
Did you receive any distribution or withdraw any money from a retirement plan?	
If so, did you return any to the retirement account?	

Did you transfer or rollover any money from one retirement plan to another?	
Did you withdraw from your retirement in 2020 but were under 59.5 years old?	

<b>Itemized and other Deductions</b>	
Did you have high medical bills that you had to pay out of pocket (more than 7.5% of your income)?	
Did you have a loss because of a federally declared disaster?	
Did you use your car for volunteer work but were not compensated?	
Did you make cash or non-cash contributions to charities (501c3 or churches)?	
Are you a full time K-12 teacher? (900+ hours in the year)	
Did you pay any alimony?	
Amount paid	
Date of divorce	
Date of alimony agreement	

<b>Business / Rental</b>	
Do you own your own business or an income generating hobby?	
Do you own a rental property or rent any portion of your home?	
Did you convert any property from personal to business use or vice versa?	

<b>Estimated taxes</b>	
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Did you pay estimated taxes to the federal or state governments?	
Note: Having taxes withheld on your W-2 paycheck is different than estimated taxes.	
If you are due a refund, do you want part of it applied to next year's taxes due?	

<b>Foreign Source Income -- at any time in the year</b>	
Did you receive any foreign income?	
Do you own a business or property in a foreign country?	
Did you have any foreign investments? (not US mutual funds invested in foreign companies)	
Did you pay any foreign tax other than through a US mutual fund?	
Did you have an interest or signature authority over a financial account in a foreign country e/g/ bank accounts, investments , trusts etc.	
Did you receive any gifts from foreigners or foreign companies (over \$10,000)	

<b>Miscellaneous</b>	
Do you want to discuss any financial changes in the coming years?	

Do you want to allocate \$3 to the Presidential Election Campaign Fund?	
Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?	
Did you have any debts cancelled or forgiven?	
Does anyone owe you money which has become uncollectible?	
Did you move and incur moving expenses as part of military service?	
Did you hire a nanny or other household employees?	
Did you receive any inheritance or have any inherited financial assets?	
Did you purchase a vehicle that can be plugged in (hybrid or full electric)?	
Did you install a charging station at your home for an electric vehicle?	
Were you notified or audited by the IRS or the state taxing agent?	
Did you or your spouse make any gifts to individuals (cash or non-cash) that total more than \$15,000, or any giftes to trusts?	
May the IRS or state taxing agent discuss your tax return with Angelia Hall, EA or Tanya Butler, AFSP?	

If English is your second language, would you like the IRS to send any notices in your first language?	
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<b>Tax Payments and Refunds</b>	
If receiving a refund, do you want it directly deposited into a bank account?	
If you owe, do you want it withdrawn from your bank account?	
If yes to either, we will use the bank account and routing number you provided on the 411 Form you completed	
Note: We will not automatically do the withdrawal without confirming the amount.	