TAX-411

TAX PREPARATION • ACCOUNTING • PROFESSIONAL SERVICES

CLIENT TAX DOCUMENT CHECKLIST

A reusable annual checklist for organized and complete document collection.

CLIENT NAME	DATE	PREPARED BY
_____	_____	_____

01 EARNED INCOME

- ■ W-2
- ■ 1099-MISC — Business / Self-Employed

02 UNEARNED & OTHER INCOME

- ■ 1099-INT — Interest
- ■ 1099-DIV — Dividends
- ■ 1099-K — Other Income
- ■ W-2G — Gambling
- ■ 1099-C — Cancellation of Debt
- ■ 1099-G — State Refunds
- ■ 1099-G — EDD / Unemployment
- ■ 1099-B — Capital Gain / Loss
- ■ 1099-R — Pension & Annuity
- ■ K-1 — S-Corp Income / Loss
- ■ K-1 — Partnership Income
- ■ 1099-SSA — Social Security
- ■ Other Miscellaneous Tax Forms

03 EDUCATION & MEDICAL

- ■ 1098-T — Tuition Statement
- ■ 1098-E — Student Loan Interest
- ■ Medical Forms
- ■ 1095-A — Health Insurance Marketplace Statement
- ■ 1095-B — Medical Health Coverage
- ■ 1095-C — Employer-Provided Health Insurance Offer & Coverage

CLIENT TAX DOCUMENT CHECKLIST

A reusable annual checklist for organized and complete document collection.

04 ITEMIZED DEDUCTIONS • SCHEDULE A

- ■ Medical Insurance Premiums
- ■ DMV Vehicle Registration
- ■ Copay Payments
- ■ Sales Tax — New Vehicle
- ■ Union Dues
- ■ Uniforms
- ■ Tools
- ■ Prescriptions
- ■ Donations
- ■ Other Expenses
- ■ Dental
- ■ Charity
- ■ Gambling Loss — Casino ATM Withdrawals
- ■ Vision
- ■ Good Will
- ■ Legal & Accounting Fees
- ■ 1098 Mortgage Statement — Primary Home
- ■ Property Taxes
- ■ Homeowners Insurance
- ■ New Homeowners — HUD-1 / Purchase Papers / Closing Costs

05 RENTAL PROPERTY • PROPERTY YOU OWN & RENT OUT

- ■ Rental Income — Rent Received Monthly
- ■ Utilities — Water, Electricity, Gas, Trash
- ■ Rental License
- ■ Association Fees
- ■ Gardening / Landscaping Services
- ■ Repairs
- ■ Upgrades
- ■ Energy-Saving Upgrades — Windows, Doors, Solar Panels, etc.
- ■ 1098 Mortgage Statement — Rental Property
- ■ Property Taxes
- ■ Homeowners Insurance
- ■ Sell / Purchase of 2nd Property Rental — HUD-1 / Purchase Papers / Closing Costs
- ☆ Fuel / Mileage

CLIENT TAX DOCUMENT CHECKLIST

A reusable annual checklist for organized and complete document collection.

06 BUSINESS EXPENSES • SELF-EMPLOYED / DBA / 1099-MISC / 1099-K

- ■ Advertising / Marketing
- ■ Bank Fees
- ■ Commission Paid
- ■ Professional / Legal Fees
- ■ Rent Paid — Office / Truck Space
- ■ Telephone / Cellphone
- ■ All Cash Receipts
- ■ Uniforms — Embroidered
- ■ Utilities — Water / Electricity / Gas
- ■ Internet
- ■ Taxes
- ■ Equipment
- ■ Dry Cleaners
- ■ License / Permits
- ■ Auto Repairs / Maintenance
- ■ Work Boots / Special Shoes
- ■ Supplies — Office / Other
- ■ Medical / Dental / Vision
- ■ Travel
- ■ Meals
- ■ Fuel / Mileage
- ■ Vehicle Registration
- ■ Car Washes

ADDITIONAL NOTES

_____

_____