

Document Checklist (1040)

This checklist will assist you. **Anything left blank will be considered "Not Applicable".**

Please return this Completed form with the tax documentation you submit to our office. Thank you.

Taxpayer Information:

Last Name _____ First Name _____

SS# _____ - _____ - _____ Email _____

Do you have a New address this year? If yes, please provide _____

Filing Status: Married Single Married Filing Separately

Is this Status Different from last year? Yes or No

Is there a new dependent to be added this year? If so, Please provide Date of Birth _____

New dependent's Legal Name _____ SS# _____ - _____ - _____

Any change in Dependent status? Yes or No

If so explain who and the date effective _____

Please check the box next to the Tax Documents you are supplying us with

You received Form 1095 for health insurance subsidies per IRS requirement.

W-2's

W-2 G's (gambling Winnings report) and Win/ Loss report to offset Winnings included.

1099's (Miscellaneous income, NEC's, interest/dividends, unemployment, etc.)

1099-C's (Cancellation of Debt)

1099-R's (Retirement/Pension Benefits) SSA-1099's (Social Security Benefits)

K-1's (Income/Loss from Partnerships, S Corporations, Trusts, etc.)

Please include basis statement for S-Corporations when applicable.

Alimony amount received (excluding child support)

Schedule C business, please provide detail expense and income worksheet for the year.

1099-B's Brokerage Statements Detailing Sales of Stocks & Bonds

We must have the original purchase date and cost basis for each item sold.

December 31st Year-End Brokerage Statements for all intangible assets

All bank statements Jan.-Dec. for **any foreign held bank accounts, brokerage accounts, mutual funds, trusts or other financial accounts owned by you/your spouse or for which you/your spouse have signature authorization.**

Do You own any foreign companies, or foreign non-US income?

Crypto Currency, Virtual/Digital Currency, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency, **if so, please provide documentation and check this box.**

Closing statements for any real estate bought, sold or foreclosed during this Tax year, **we must have the original purchase date and purchase price and records for any major renovation expenses.** Include details if property is a Rental but previously primary residency.

All income and expense information for any rental properties with the full address and type of property i.e. multi-family, etc. **If a property was not rented the entire year, please indicate the number of days it was rented during the year.**

Deductions/Expense Questions. Check all that apply and provide the information

Contributions made to any retirement plans (IRA's, 401K's, etc.)

Alimony paid in 202_ (excluding child support) with payee's full name & SSN. Divorce date _____

1098's/Mortgage Interest Statements

Property Tax Statement/Bill

Medical/Dental expenses **out-of-pocket** (please provide documentation) & health insurance costs.

Did you make any contributions to an HSA? Yes or No If yes, Amount _____

Sales contract/info for any motor vehicle purchased or leased in this Tax year.

Please indicate if a plug-in vehicle. Yes or No

Tuition Fees Statement/1098 T's/1099 Q's (for prepaid plans and ESA's)

Student Loan Interest Statements/1098 E's

Child/Dependent Care & Aftercare Expenses & Info/Provider name, EIN/SS#, address & amount

Receipts or Cancelled Checks for all cash contributions

Receipts with Amounts for all non-cash contributions

All estimated tax payments made for 202_, including dates and amounts.

Did you receive any stimulus income? Yes or No If yes, Amount _____

Did you receive any advance child tax credit? Yes or No Can you provide the letter the the IRS sent In regard to this (letter 6419) If not, please provide the amount received each month from July thru December. _____

Please note anything else we need to know regarding your tax situation for 2021 (Examples: employment change, mortgage refinance, change in marital status, new dependent or retired.)

For direct deposit of any refund you may receive:

Direct Deposit Info (please use check or savings passbook to verify):

Bank Name _____ Checking or Savings

Account#: _____ Routing#: _____