

# Tax Appointment Checklist

## For new clients

- Last year's tax return is required, last 3 years if possible.
- Social Security numbers and date of birth for each filer.
- Home address, email addresses and cell phone numbers for each filer.
- Dependents/children require Social Security Cards and date of birth.
- State refund amount for prior year. If no prior tax return is present.
- Also, items below

## For all clients returning and new

- Banking information for all Direct payments or debits. (name of institution, routing & account numbers)
- Wage (W2's) income.
- Unemployment (1099-G) if applicable
- 1099-R for Retirement, Pension income or RMD's if applicable.
- 1099 Social Security if applicable.
- 1099-NEC Door dash, Lyft or Uber income
- 1099-K from Venmo, PayPal, Stripe, Square, Google Pay, Cash app, Apple Pay ETC.
- 1099-Misc.
- 1099 Interest or Dividend from bank.
- 1099-DIV and 1099-Yearend retirement packet with INT and stock sales or trades
- 1099-G Gambling, lottery, bingo, or other prizes won. Also a daily logbook and Casino print out.
- K-1 from a Trust, Partnership, Corporate Returns or Estate if applicable.
- Income from Tips if applicable.
- Self-employment income along with expense and profit and loss statements if applicable.
- Rental income along with expenses if applicable.
- Foreign Income if applicable.
- 1099 Mn onetime tax credit. (Gov Walz Money)
- Alimony paid or received and the date of divorce.
- Cashed Municipal or Savings Bond information
- 1095-A for Marketplace Insurance. (Obama Care)
- Income from another state.
- Information if you paid or received a gift for over \$17,000

## Adjustments, Deductions and Credits

**Standard Deductions are:** Single \$13,850. MFJ or QSS \$27,700. HOH \$20,800.

**Additional per person** (Over 65 or blind \$1,500. MFJ MFS QSS) (Over 65 \$1,850 single or HOH).

- Dependent daycare costs.
- 1098-T for Education/tuition, and material expenses.
- Donations made to a 529 plan.
- 1098 Mortgage interest also for 2<sup>nd</sup> Mortgage or CRP for Renters Credit.
- Estimated tax payments made for both Federal and State and if payment made at time of extensions and the dates paid, if applicable.
- Real Estate taxes if you own a home or any land, cabin, or timeshare.
- IRA Contributions out of pocket (not on W2).

- Education Providers list of personal out of pocket spending for classroom.
- Business in home information for non-W2 work if you work from home and receive a 1099-Misc
  - Total square footage of home, square footage of designated office space. Utilities, internet, phone advertising, asset list.
- Qualifying Residential energy credits for new Doors, Windows Geothermal etc.
- Qualifying Electric Vehicle purchase, sale.
- Home sale or purchase closing documents.
- Charitable Contributions cash and non-cash donations. (for state deduction)
- Medical expenses are only required if you itemize your deduction. If you are not sure bring in totals.