



Expanded Tax Checklist

(Attn: Drop offs after March 31st are subject to an extension)

GENERAL INFORMATION:

- Name: _____ DOB: _____ Spouse: _____ DOB: _____
- Dependent: _____ DOB: _____ Dependent: _____ DOB: _____
- Dependent: _____ DOB: _____ Dependent: _____ DOB: _____
- Address: _____ Phone: _____
- E-mail Address: _____ Spouse Phone: _____
- Marital Status: Married Single Separated **ANY NEW DEPENDENTS?**

1095-A If you had Market Place health insurance

NEW CLIENTS: ADDITIONAL INFORMATION NEEDED

- Copy of last year's tax return
- Copy of Social Security Card for all people on return
- Copy of a check for direct deposit of any refunds
- Copy of drivers license for taxpayer and spouse
- How you were referred

INCOME & INCOME REPORTING FORMS:

- Wages: All W-2's Pensions/Retirements: 1099-R Social Security: SSA-1099
- Rental Income Bank Interest: 1099-INT Dividends: 1099-DIV
- Unemployment: 1099-G
- Misc: Alimony (divorces prior to 2019), Jury Duty, Gambling all other income
- Stock & Mutual Fund Sales: 1099-B (**issue due date 3/15**)
- Business/Farm Income: All 1099-NEC & 1099-K form

BUSINESS/FARM EXPENSES: This is not all encompassing. If you don't see an expense listed below, ask.

- Advertising Cell Phone Subcontractors Insurance
- Commissions Business Interest Paid Office Supplies Rent/Lease
- Legal/Professional Repairs/Maint. Small Tools Dues & Publications
- Supplies Taxes & Licenses Utilities Continuing Education
- Hotel/Travel Postage Bank/Credit Card Fees
- Documented Business Miles & Total Miles Driven
- Assets Purchased (description, date purchased, cost for any \$2500 or more)
- Business Phone (not home line)
- Documented Business Related Meals

ADDITIONAL ITEMS FOR RENTAL PROPERTIES:

- Advertising
- Condo Fees
- Management Fees
- Mortgage Statement
- Repair/Maint.
- Utilities
- Property Taxes
- Insurance
- Misc: Keys, Termite, Supplies
- Documented Mileage/Travel
- Assets Purchased (description, date purchased, cost for any \$2500 or more)

ESTIMATED TAXES PAID:

- Date of payment and amount paid for **EACH** Federal and State tax estimated payment.

POSSIBLE CREDITS:

- Teacher Expenses
- Adoption Expenses
- Student Loan Interest
- College Education Expenses (**must provide 1098-T**)
- Total Alimony Paid (divorces prior to 2019): Must have name, social security number of recipient, and amount paid
- Child Care/Day Care Credit: For all children **UNDER** age 13; must have name, address, social security number or EIN of provider, and amount paid **PER** child.

ITEMIZED DEDUCTIONS:

MEDICAL:

- All out of pocket medical & dental expenses **totaled from receipts**
- Documented medical miles
- Health, Dental, Long Term Care & Cancer Insurance

OTHER:

- Mortgage interest (Form 1098) **Allowable for residence & 2nd home only.**
Interest paid on HELOC'S (Home Equity Line of Credit) **Do NOT Qualify**

TAXES:

- Prior Year State Tax Paid
- Real Estate/Property Tax Paid

CHARITABLE CONTRIBUTIONS: Include ALL letters & receipts issued from the recognized organization. To confirm the organization is recognized, visit: <http://apps.irs.gov/app/eos/>

- All Letters From Churches, Ministries, other Recognized Organizations
- Out-of-pocket Volunteer Expenses for qualified organizations
- Documented Charitable Miles
- Household Goods and Clothing: (**receipt from organization including date donated, list Fair Market Value for EACH donation item. See the link on www.itlaccounting.com for a detailed FMV list**)