



## Expanded Tax Checklist

(Attn: Drop offs after March 31<sup>st</sup> 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: \_\_\_\_\_  
 Spouse E-mail Address: \_\_\_\_\_  
 Marital Status:  Married  Single  Separated  **ANY NEW DEPENDENTS**

### REQUIRED DOCUMENTS:

- Stimulus letter received from the IRS (regarding March payment)**  
 **Advanced Child Tax Credit letter received from the IRS (if applicable)**  
 **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  Virtual Currency (ie: Bitcoin, Litecoin, Ethereum)  
 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 forms

### 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 (**DO NOT include amounts from employer**)

**OTHER:**

- Mortgage interest (Form 1098) **Allowable for residence & 2<sup>nd</sup> 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](http://www.itlaccounting.com) for a detailed FMV list**)