EXPERT ACCOUNTANT
QUALITY SERVICE. QUALITY ACCOUNTING

Expert Accountant Services
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Personal Tax Return Checklist (Detailed)

After completing personal/dependent info checklist, please go over the list below and send the applicable forms/information based on your work/employment situation.

For existing clients from past years, skip the personal information checklist. However, if there are new family members, kindly provide their informations.

Income

Employed

- ☐ Forms W-2

Unemployed

- ☐ Unemployment (1099-G)

Self-Employed

- ☐ Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099-MISC or 1099-NEC.
- ☐ Records of all expenses - check registers or credit cart statements, and receipts.
- ☐ Business-use asset information (cost, date placed in service, etc...) for depreciation.
- ☐ Office in home information, if applicable.
- ☐ Record of estimated tax payments made (Form 1040-ESS).

Rental Income

- ☐ Records of income and expenses.
- ☐ Rental asset information (cost, date placed in service, etc...) for depreciation.
- ☐ Record of estimated tax payment made (Form 1040-ES).

Retirement Income

- ☐ Pension/IRA/annuity income (1099-R).
- ☐ Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed.
- ☐ Social security/RRB income (SSA-1099, RRB-1099).

Savings & Investments or Dividends

- ☐ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV).
- ☐ Income from sales of stock or other property (1099-B, 1099-S).
- ☐ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B).
- ☐ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC).
- ☐ Expenses related to your investments.
- ☐ Record of estimated tax payments made (Form 1040-ES).
- ☐ Transactions involving cryptocurrency (Virtual currency).

Other Income & Losses

- ☐ Payment Card and Third Party Network Transactions (1099-K).
- ☐ Gambling income (W-2G or records showing income, as well as expense records).
- ☐ Hobby income and expenses.
- ☐ Record of alimony paid/received with ex-spouse's name and SNN.
- ☐ Any other 1099s received.
- ☐ Jury duty records.
- ☐ Prizes and awards.
- ☐ Trust income.
- ☐ State tax refund.
- ☐ Royalty Income 1099-MISC.

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Deductions

Home and Vehicle Ownership

- [ ] Forms 1098 or other mortgage interest statements.
- [ ] Real estate and personal property tax records.
- [ ] Receipts for energy-saving home improvements (e.g., solar panels, solar water heater).
- [ ] Electric vehicle information.
- [ ] All other 1098 series forms.

Charitable Donations

- [ ] Cash amounts donated to houses of worship, schools, other charitable organizations.
- [ ] Records of non-cash charitable donations.
- [ ] Amounts of miles driven for charitable or medical purposes.

Medical Expenses

- [ ] Amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals.
- [ ] Amounts paid for qualified insurance premiums if paid outside of the Marketplace or an employer provided.

Health Insurance

- [ ] Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange).

Childcare Expenses

- [ ] Fees paid to a licensed day care center or family day care for care of an infant or preschooler.
- [ ] Amounts paid to a baby-sitter or provider care of your child under age 13 while you work.
- [ ] Expenses paid through a dependent care flexible spending account at work.

Educational Expenses

- [ ] Forms 1098-T from educational institutions.
- [ ] Receipts that itemize qualified educational expenses.
- [ ] Records of any scholarships or fellowships you received.
- [ ] Form 1098-E if you paid studennt loan interest.

K-12 Educator Expenses

- [ ] Receipts for classroom expenses (for educators in grades K-12).

State and Local Taxes

- [ ] Amount of state and local income or sales tax paid (other than wage withholding).
- [ ] Invoice showing amount of vehicle sales tax paid and/or personal property tax on vehicles.

Retirement & Other Savings

- [ ] Form 5498-SA showing HSA contributions.
- [ ] Form 5498 showing IRA contributions.
- [ ] All other 5498 series formms (5498-QA, 5498-ESA).

Federally Declared Disaster

- [ ] City/county you lived/worked/had property in.
- [ ] Records to support property losses (appraisal, clean-up costs, etc.).
- [ ] Records of rebuilding/repair costs.
- [ ] Insurance reimbursements/claims to be paid.
- [ ] FEMA assistance information.
- [ ] Check the FEMA website to see if your county has been declared a federal disaster area.

Lastly, please provide Estimated Tax Payments. List of any Federal or State estimated tax payments during the year to include amounts and dates of payments.

Please note, this questionnaire is not a comprehensive list of all required information, and additional documentation may be required.