HENSLEY & THRONEBERRY | CERTIFIED PUBLIC ACCOUNTANTS

Tax Checklist

General Taxable Income

- ❒ W-2 form(s) for wages, salaries, and tips
- ❒ Consolidated investment broker statements
- ❒ Interest income statements: Form 1099-INT & 1099-OID
- ❒ Dividend income statements: Form 1099-DIV
- ❒ Sales of stock, land, etc.: Form 1099-B
- ❒ Sales of real estate: Form 1099-S
- ❒ State tax refunds: Form 1099-G
- ❒ Alimony received or paid (Need name, social security, and address of recipient) & date of agreement
- ❒ Unemployment compensation received
- ❒ Miscellaneous income: Form 1099-MISC/form 1099-NEC

Retirement Income

- ❒ Retirement income: Form 1099-R
- ❒ Social Security income and railroad retirement income: Form SSA-1099

Business Income

- ❒ Business income and expenses
- ❒ Rental income and expenses
- ❒ Farm income and expenses
- ❒ Form K-1 income from Partnerships, Trusts, and S-Corporations
- ❒ Tax deductible miles traveled for business purposes

Tax Credits

- ❒ Childcare provider name, address, social security number or EIN, and amounts paid
- ❒ Adoption expense information
- ❒ Foreign taxes paid

Insurance

- ❒ Marketplace health insurance statement: Form 1095-A

Education

- ❒ Educational expenses for you and/or spouse: Form 1098-T
- ❒ Dependents' post high school educational expense: Form 1098-T
- ❒ Student loan interest paid

Tax Estimate Payments

- ❒ Estimated tax payments made with ES vouchers
- ❒ Last year's tax return overpayment applied to this year
- ❒ Off highway fuel taxes paid

HENSLEY & THRONEBERRY | CERTIFIED PUBLIC ACCOUNTANTS

Expense and Tax Deduction

- ❐ Medical expenses for the family
- ❐ Medical insurance premiums paid after-tax
- ❐ Prescription medicines and drugs
- ❐ Doctor and Dentist payments
- ❐ Hospital payments
- ❐ Tax deductible miles traveled for medical purposes
- ❐ Home mortgage interest from form 1098
- ❐ Second home mortgage interest paid
- ❐ Line of credit interest paid (If it is for home acquisition or improvement)
- ❐ Real estate taxes paid
- ❐ State taxes paid with last year's return
- ❐ Personal property taxes paid
- ❐ Charitable contributions
- ❐ Miles traveled for volunteer purposes
- ❐ IRA contributions
- ❐ HSA and FSA contributions

New Client Intake Information

- ❐ Copy of last year's tax return
- ❐ Copy of ID for you and spouse
- ❐ Dates of birth for you and spouse
- ❐ Social Security numbers for you, spouse, and dependents
- ❐ Dependents' names and date of birth
- ❐ Routing transmit number (For direct deposit/debit purposes)
- ❐ Bank account number (For direct deposit/debit purposes)

Additional Information

- ❐
- ❐
- ❐
- ❐
- ❐
- ❐