

2023 CLIENT 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**
- Virtual Currency Transactions
- 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 (Name, SSN, Address of recipient & Date of agreement)
- Unemployment compensation received: **Form 1099-G**
- Miscellaneous income: **Form 1099-MISC**
- Nonemployee Compensation: **Form 1099-NEC**
- Gambling Winnings: **Form W-2G**

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 broken down by property
- 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 total amount 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: **Form 1098-E**

Estimated Tax Payments

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

Expense and Tax Deduction

- Medical and Dental expenses for the family
- Medical insurance premiums paid after-tax
- Long-term care premiums
- Prescription drugs
- Medical miles driven #of miles - **22¢ per mile**
- State & Local Income Tax
- 2022 State Income Taxes paid 2023
- Real estate taxes paid
- Personal property taxes paid
- Other Taxes
- Mortgage Interest/points: **Form 1098**
- Second home mortgage interest paid
- Line of credit interest paid (If it is for home acquisition or improvement)
- Charitable contributions by cash or check
- Volunteer miles driven # of miles - **14¢ per mile**
- Noncash charitable contributions
- IRA contributions
- HSA and FSA contributions

New Client Intake Information

- Copy of prior year's tax return
- Copy of ID for taxpayer and spouse
- Dates of birth for taxpayer and spouse
- Social Security numbers for you, spouse, and dependents
- Dependents' names and dates of birth
- Bank account information: Routing #; Account #; Checking or Savings
(For direct deposit/debit purposes)

Additional Information

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