**2021 D&M ACCOUNTING • Tax Return Preparation Checklist**

1. W2 and W2G (gambling) Statements
2. Copy of last year’s Tax Returns, if **NOT** prepared by D&M
3. Interest statements, stock trades, etc., plus all 1099 Statements you received
4. Retirement 1099’s
5. Social Security Statements
6. Unemployment Statements (you usually have to print off of the internet)
7. Covid-19 Stimulus? Did you receive and how much?

Advanced Child Tax Credit? How much per month did you receive?

1. Did you make an IRA contribution? If so, we need to know amount and Roth or Traditional
2. Any HSA/HRA/MSA contributions made on your own (not through your payroll check)? We need the amount paid.
3. Did you buy or sell stocks last year? If yes, please include your confirmations   
   *(We need both your Cost/Purchase of Stock and Sale of Stock confirmations.)*
4. Did you buy or sell a house? We need both Purchase and Sale Closing Statements.
5. Did you make any charitable contributions? We will need receipts for each contribution. Please be sure a **VALUE** is on each receipt.
6. Did anyone take college classes? We need a Form **1098T** from the college, showing tuition and fees you paid, along with **Edvest** and **529 plan** year-end documents or **1099Q**, if applicable.
7. Did you make payments on student loans? If so, we need **1098E** statements.
8. If you adopted a child, your adoption tax credit may be fully refundable. We will need costs incurred.
9. **Self-Employment**

* Include income and expenses summarized and totaled by category, also **Mileage Log** (enclosed).

1. **Rental Properties**

* We need income and expenses summarized and totaled by category, also **Mileage Log** (enclosed).

1. **Health Insurance** – We need Forms 1095-A if you had Marketplace/ Obamacare coverage.
2. **Medical & Dental Expenses**

* Totaled by category (We don’t need receipts, just totals). You need to keep receipts in case of an audit.

1. **Deductible Taxes**

* Real estate taxes paid in tax year. Need tax bill **AND** receipt of payment. Also, Sales Tax on major purchases (for example: auto, boat, etc.)

1. **Education Expenses**

* Are you a teacher? If yes, did you spend your own money for classroom supplies?
* If yes, we need the total money spent. Please include on a separate piece of paper.

1. **Business Use of Home**

* For the Safe Harbor Rule, we need total square footage of home and office space. In some cases, we also need homeowners insurance and utilities paid. Write on a separate page.

1. **Child Care**

* Do you pay child care? (If yes, we need Daycare name, Federal ID#, address, and amount paid for each child)

1. **Rent**

* We need to know the rent paid for the year and if heat was included or not.
* If you make less than $24,680 be sure to get a Rent Certificate filled out by your landlord.

1. **Refund Handling**

* If your bank account changed from last year, we need new banking information for direct deposit.

1. **Driver’s License for both taxpayer and spouse.**



**Tax Preparation & Filing Services for Individuals and Businesses**

D&M Accounting Services, Inc. - N96 W18221 County Line Rd - Menomonee Falls, WI 53051 –

262-253-9955