

• 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 will have to print off of the internet)
7. Did you make any estimated tax payments? Please include a list of each payment amount and date paid
8. Did you make an IRA contribution? If so, we need to know amount and Roth or Traditional
9. Did you contribute to an Edvest/ Tomorrow's Scholar account? Please provide the amount(s) and name of the beneficiary(s)
10. Any HSA/HRA/MSA contributions made on your own (not through your payroll check)? We need the amount
11. 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. If you have Crypto currency activity, please provide an excel spreadsheet with the activity
12. Did you buy or sell a house? We need both Purchase and Sale Closing Statements. if you sold a home, please also provide a listing of all major improvements with their values
13. Did you make any charitable contributions? We will need receipts with **VALUES** for each contribution
14. 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.
15. Did you make payments on student loans? If so, we need **1098E** statements.
16. If you adopted a child, your adoption tax credit may be fully refundable. We will need costs incurred.
17. **Self-Employment/ Rental Properties**
 - We need income and expenses summarized and totaled by category, also **Mileage Log** splitting the mileage between the first half and second half of the year (Mileage Logs are available through D&M).
18. **Health Insurance** – We need Forms 1095-A if you had Marketplace/ Obamacare coverage.
19. **Medical & Dental Expenses**
 - Totaled by category (We don't need receipts, just totals). You need to keep receipts in case of an audit.
 - If you have logged medical miles, please provide totals for the first half of the year separately from the second half of the year.
20. **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.)
21. **Education Expenses**
 - Are you a teacher? If yes, did use personal funds for classroom supplies? If so, please provide this total
22. **Business Use of Home (Self-Employment only)**
 - 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. Please write on a separate page.
23. **Child Care**
 - Did you pay child care? If yes, we need Daycare name, FEIN, address, and amount paid for each child
24. **Rent**
 - We need to know the amount of rent paid for the year and if heat was included or not.
 - If you have less than \$24,680 in income, be sure to get a Rent Certificate filled out by your landlord.
25. **Refund Handling**
 - If your bank account changed from last year, we need new banking information for direct deposit.
26. **Driver's License for both taxpayer and spouse.**

Tax Return Preparation - Financial Statements - Payroll Check Processing - Bank Reconciliations

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