Tax Appointment Checklist

- **Personal information – ID & Social Security Cards or ITIN's required**
  - Last years income tax if you are a new client or skipped a year
  - Name, address, Social Security number and Date of Birth (including spouse and dependents)
  - Valid I.D. OR Driver's License OR Passport OR Foreign I.D. (for taxpayer and spouse)
  - Banking information if Direct Deposit or Direct Pay
  - IPIN: IRS identity protection identification number (if applicable)
- **Supporting Documents for Dependent Children (ages 0-23)**
  - PROOF OF RELATIONSHIP - Birth certificate or other official document for each person to connect the relationship
  - PROOF OF RESIDENCE – (only 1 of these options): School record, Doctor's/Hospital record, Dental record, or health insurance record (needs to include: name of dependent, same address as taxpayer, and year 2024)
  - PROOF OF COLLEGE - if under age 24 at the end of the year. (1098-T plus receipts) cost of tuition, textbooks, and supplies – not including help from FAFSA / financial aid.
- **Head of Household**
  - Qualify with dependent
  - 2024 Utility bill or rental agreement
- **Proof of Health Insurance**
  - HEALTH INSURANCE THROUGH YOUR EMPLOYER – should receive only 1 of the following forms: 1095-B or 1095-C
  - MEDI-CAL – you should receive form 1095-B
  - COVERED-CA OR HEALTH INSURANE MARKETPLACE STATEMENT – should receive forms 1095-A.
- **Income Data Required**
  - W-2: Wages, Tips
  - 1099-G: Unemployment
  - 1099-INT: Interest
  - 1099-DIV: Dividend Income
  - 1099G: State/Local income tax refunded
  - SSA-1099: Social Security Income
  - 1099-B: Pension/Annuity/Stock or Bond Sales
  - Schedule K-1: Contract/Partnership/Trust/Estate Income
  - W-2G: Gambling/Lottery Winnings and Losses
  - Lawsuits
  - Alimony Income
  - Rental Income plus expenses
  - 1099-NEC / Self-Employment License or Permits or Bank Statements plus Expense (go to Pg. 3)
  - Foreign Income

- 1099-C: Cancellation of Debt
- 1099-R: Retirement plan distribution / Pensions and annuities
- UBER / LYFT / POSTMATES ETC.: Form 1099-NEC, Tax Summary (provides total business miles and expenses), how much you spent on car wash and cellphone.

- **Expense Data Required**
    - Dependent Care Costs: Childcare provider's: Name, Address, Tax I.D. or SSN, and amount paid.
    - 1098-T: Education, cost of tuition, textbooks, and supplies – not including help from FAFSA / financial aid.
    - Medical/Dental expenses (Claiming Mortgage, may apply only to state)
    - 1098 Mortgage/Home Equity Loan Interest/Mortgage Insurance
    - Tax Return Preparation Expenses (Claiming self-employment / Mortgage, may apply only to state)
    - Real Estate Taxes (Claiming Mortgage, may apply only to state)
    - DMV License Renewal Fee (Claiming Mortgage, may apply only to state)
    - Estimated Tax Payments to Federal and State Government and Dates Paid
    - Charitable Contributions Cash/Non-Cash
    - Purchase qualifying for Residential Energy Credit
    - IRA Contributions/Retirement Contributions
    - 1099-S: Sale of your home or other rental estate
    - 1098-E: Student loan interest paid
    - Early withdrawal penalties on CDs
    - Unreimbursed expenses related to your job (travel, uniform, union dues, miles, subscriptions, education expenses)
    - MSA: Medical Savings Accounts / HSA: Health Savings Accounts
    - Alimony paid

This checklist might not cover all necessary items for your tax return in particular and additional information or documents might be required in order to complete your tax return. Call us if any other questions you may have.

If you use your cell phone to send us documents, please download a free cell phone SCAN application. We DO NOT accept cell phone PHOTOS.

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SELF-EMPLOYED WORK

If you are a self-employed, it is very important to ask your employer or contractor for the form 1099-NEC or a letter stating: the dates on which you worked, occupation and amount you were paid. In case that you do not have any of these documents you can bring in writing: name, address, occupation, telephone number of the person(s) with which you worked for and the amount you were paid. Also, six months of your bank statements as a sample of income.

WE ALSO NEED YOU TO WRITE IN THE LOWER PART OF THIS SHEET YOUR INCOME AND EXPENSES THAT REFER TO YOUR TYPE OF WORK.

Note: If you don’t know how much you earned in 2024 and have a bank account, please add up all your bank deposits, this information can be taken from your statements each month.

BUSINESS INCOME

Company Name: ____

Address: ____

Employer Identification Number (if applicable): ______________________________

Total Income	$		
Merchandise purchase for sale	$	Office Expenses	$
Advertising	$	Repairs	$
Bank Charges	$	Taxes	$
Commissions	$	Cellphone	$
Delivery / Shipping	$	Wages	$
Insurance	$	Seminars	$
Legal / Professional	$	Work Clothes	$
Total Business Mileage	$	Other	$
Entertainment	$	Other	$
Utilities	$	Other	$

*Remember to keep this, receipts, bank statements for 5 years in case of auditing. By submitting this form to us, you confirm that the information you are providing is accurate and supported with the necessary documents.