THE ULTIMATE TAX RETURN CHECKLIST TO SEND TO YOUR CLIENTS

As you prepare to file your income tax return, this checklist will guide you through gathering all necessary documents. Please review each item carefully and identify the ones relevant to your tax situation. We recommend using this checklist as an organizational tool: attach it to a folder containing your tax documents and check off each item as you add it. This method ensures you have all required information ready, simplifying your tax filing process.

PERSONAL INFORMATION REQUIRED

Taxpayer Identification:

- ☐ Full legal names and Social Security Numbers for all parties on the return.
- ☐ Dates of birth for all individuals.
- ☐ Current residential address.

Dependent Information:

- ☐ Names, dates of birth, Social Security Numbers, and relationship to taxpayer.
- ☐ Custody details (full or split custody) as applicable.

INCOME DOCUMENTATION

Employment Income:

W-2 forms from all employers within the tax year.

Investment Income:

- ☐ Interest (Form 1099-INT), dividends (Form 1099-DIV).
- ☐ Capital gains (Form 1099-B), including any relevant cryptocurrency transaction reports.

BUSINESS INCOME FOR SOLE PROPRIETORS:

- ☐ Gross receipts from sales or services.
- ☐ 1099-NEC forms received, and any additional income not reported on these forms.
- ☐ Expense documentation categorized (e.g., office supplies, travel, meals, and entertainment).

RETIREMENT AND MISCELLANEOUS INCOME

Retirement Income:

- ☐ Pensions and annuities (Form 1099-R).
- ☐ IRA distributions (Form 1099-R).
- ☐ Social Security benefits (SSA-1099).

Dependent Information:

- ☐ Rental property income and related expenses.
- ☐ State tax refunds (Form 1099-G).
- ☐ Unemployment compensation (Form 1099-G).
- ☐ Alimony received (if applicable for divorces finalized prior to 12/31/2018).
- ☐ Income from partnerships, S corporations, trusts (Schedule K-1).

DEDUCTIONS AND CREDITS

Adjustments to Income:

- ☐ Self-employed health insurance premiums.
- ☐ Student loan interest deduction (Forms 1098-E).
- ☐ Educator expenses for teachers (up to $250).

Itemized Deductions:

- ☐ Medical and dental expenses exceeding 7.5% of adjusted gross income.
- ☐ State and local taxes paid, including sales tax.
- ☐ Real estate and personal property taxes.
- ☐ Mortgage interest (Form 1098, statement from lender).
- ☐ Charitable cash and non-cash donations (receipts required for donations over $500, Form 1098-C for vehicle donations, appraisals for items over $5,000).

RETIREMENT CONTRIBUTIONS AND GIFTS

Retirement Plan Contributions:

Documentation of contributions to 401(k) plans and IRAs, noting the increased limits.

Gift Tax Information:

Records of any gifts given, noting the new annual exclusion limits.

ADDITIONAL CONSIDERATIONS

Health and Dependent Care Contributions:

Proof of contributions to HSAs and FSAs, with updated contribution limits.

Adoption Credit:

Receipts and legal documentation related to qualified adoption expenses.

TAX FORMS AND FILING INFORMATION

Necessary Tax Forms:

Ensure all required forms are gathered, such as 1099s, 1098s, and any new forms received.

Prior Year's Tax Return:

A copy of last year's federal and state returns for reference.

TAX CREDITS

Energy Efficiency: Credits:

- [ ] Receipts for energy-efficient home improvements, solar installations.
- [ ] Purchase agreements for electric or hybrid vehicles.

Education Credits:

- [ ] Tuition and related expenses (Form 1098-T).
- [ ] Student loan interest paid (Form 1098-E).

FOREIGN TAX CREDIT:

Foreign taxes paid on investments (documented on Form 1099-DIV).

ADDITIONAL DOCUMENTATION:

ADMINISTRATIVE DETAILS:

- [ ] Copy of last year's federal and state tax returns.
- [ ] Bank account information for direct deposit of refunds or electronic payment of taxes due.
- [ ] Documentation verifying health insurance coverage.
- [ ] Notices from tax authorities received during the year.
- [ ] Personal identity theft protection PIN from the IRS (if previously issued).

FINAL REVIEW:

DOCUMENTATION CHECK:

- ☐ Ensure all forms and receipts are accurately collected and categorized.
- ☐ Verify all personal information for accuracy and completeness.

ADDITIONAL INFORMATION

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