

This is not an all-inclusive list of reportable income or deductions and is not to be construed as tax advice. It is a guide to help you gather the information we need to prepare your tax returns. Please consult [IRS Publication 17 for more information.](#) For 2022 tax year

If we prepared your return for 2021 and you would like a tax organizer specific to you, please contact us. We will be happy to upload one to our Secure Portal.

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TAX RETURN PREPARATION CHECKLIST

WHAT TO BRING:

W-2 forms (all copies) _____
 1099-INT forms _____
 1099-DIV forms _____
 1099-R forms _____
 Other 1099 forms _____
 State income tax refunds _____
 Unemployment compensation _____
 Social Security Benefits _____
 Capital gains & losses _____
[Rental income](#) _____
[Business income](#) _____
[Farm income](#) _____
 Other income _____
 Barter income _____
 Prizes, awards, etc. _____
 Gambling winnings _____
 Hobby income _____
 1095A (for Marketplace insurance coverage) _____
 Bitcoin, virtual currency transactions _____

 Sale of assets used in a trade or business including vehicle _____
 Federal estimated tax payments _____
 State estimated tax payments _____

Economic Stimulus Payment amounts _____
 Letter 6475 _____

Exemptions

List name, social security no., date of birth, relationship, & no. of months lived in home
 Bring birth certificates and Social Security cards.

CHILD CARE EXPENSES (Provider's name, address, ID #, and amount paid. Bring receipt.)

Foreign Bank Account/property information
 Gifts to or from foreign persons/entities _____

Health Coverage Information

New Clients: Copies of past 3 years' tax returns

ITEMIZED DEDUCTIONS

(for expenses paid in tax year)

(All deductions must meet IRS rules and regulations for deductibility.)

MEDICAL

Doctor, dentists, etc. _____
 Hospitals, clinics _____
 Lab. exams, tests _____
 Medical treatments _____
 Diabetic Supplies _____
 Prescription drugs _____
 Health & dental ins.(not sec. 125) _____
 Medical mileage _____
 Other _____
 Less reimb by insurance (_____)

Long-term care contracts _____
 Eyeglasses _____
 Contact lens _____
 Saline & contact lens solution _____
 Insulin _____
 Wheelchairs, walkers, canes _____
 Hearing Aids, batteries _____
 Braces _____
 Less reimbursements by flex plans, HSAs, MSAs, other, etc. (_____)

Note: Your medical expense deduction is limited to the amount that is more than 7.5% of your adjusted gross income.

TAXES

State Income _____
Real estate _____

CASUALTY & THEFT LOSSES

[Bring details. \(Special rules & limits apply.\)](#)

GIFTS TO CHARITY

(Cash, checks, etc.)

Church

United Way _____
Other 501 (c)3 organizations _____
(Please list) _____
501 (c)4 Volunteer Fire Departments _____

(Non Cash)

Clothing, furn., etc. _____
Goodwill _____
Salvation Army _____
Samaritan's Purse Shoebox gifts _____
Other (list) _____

Appreciated property _____
Volunteer work (out of _____
pocket expenses & mileage) _____

INTEREST

(Reported on Form 1098)

Mortgage interest _____
(Loan proceeds, or a portion of the proceeds, must _____
have been used to buy, build or improve your home.)
(May need details, closing statements, even if loan _____
not originated in tax year.)

(Not reported on Form 1098)

Home mortgage _____
(List name, address & identifying no. of _____
person or institution you paid.) _____

Mortgage interest _____
(Loan proceeds, or a portion of the proceeds, must _____
have been used to buy, build or improve your home.)
(May need details, closing statements, even if loan _____
not originated in tax year.)

(Loan proceeds, or a portion of the proceeds, must _____
have been used to buy, build or improve your home.)
(May need details, closing statements, even if loan _____
not originated in tax year.)

Points (bring details) _____
(may need details, closing statements, _____
even if loan not originated in tax year) _____
Mortgage Insurance Premiums _____
(Note retroactive provisions for 2018.)

Points (bring details) _____

Other Information

College Tuition, Fees, Books, etc.
(Bring 1098T, account statements, receipts for you, _____
your spouse, and your dependents)
Interest on School Loans _____
529 Plan contributions _____

IRA Contributions (Traditional, ROTH, SEP) _____
Educator Expenses _____
Home Energy Improvements - _____
(Note retroactive provisions for 2018.)
Electric Vehicle Purchase _____

We recommend you keep receipts, cancelled checks, proof of payments, tax documents, income statements and any other supporting documentation used in preparing each year's tax returns for at least 7(seven) years [from the date you filed the return. These records may be required by the STATE and/or the Internal Revenue Service in the event your tax return is audited. Records related to capital assets and business property must be kept for longer periods.](#) You may also need to keep records for longer periods for other reasons. Capital assets include real property, investment property, collectibles, and personal tangible property, such as vehicles.