

# Tax Preparation Checklist

# TY 2023

### Updates: Any change in the following?

- Address  Marital Status
- Cell  Dependents
- Email  Banking

License	State	DL #	Issue Date	Expire Date
Taxpayer				
Spouse				

### Childcare & Dependents:

- Dependents' Names, DOB, SSNs
- Childcare records (including the provider's tax ID number)

### Education:

- Tuition statement **1098-T**
- Student Loan Interest **1098-E**

### Income: **W-2 Forms, K-1**

### Self-Employment: **1099s (MISC, NEC, K) & Schedules K-1**

- Income / Exp. records (ask for [Realtor Expense Tracker](#))
- Mileage Log
- Self-Employed Health Insurance Premiums
- Record of estimated tax payments made (if applicable):

Quarter	State	Fed	Date
1 (Apr 15)	\$	\$	
2 (Jun 15)	\$	\$	
3 (Sept 15)	\$	\$	
4 (Jan 15)	\$	\$	

### Rental Income (ask for [Rental Property checklist](#)):

- Income / Expense records
- Closing Statements from purchase or sell of rental

### Retirement Income:

- Pension/IRA/annuity income **(1099-R)**
- Social Security/RRB income **(1099-SSA, RRB-1099)**
- IRA Contribution Information **(5498)**

### Savings & Investments: **1099-INT, 1099-DIV, 1099-B**

- Interest, dividend income (1099-INT, 1099-DIV)
- Sales of stock or other property (1099-B, 1099-S)

### Other Income

**1099-G, 1099-SA, W-2G**

- Unemployment, state tax refund (1099-G)
- Health Savings Account (1099-SA or 1099-LTC)
- Gambling income (W-2G or records showing income)
- Virtual Currency: Form 8949** and .csv transaction report

### Other Deductions and Credits (if applicable):

- Mortgage: Forms 1098** mortgage interest statements
- Property Tax:** Real estate and personal property
- Healthcare / Medical Exp:** Out-of-pocket expenses for insurance premiums, doctors, dentists, prescriptions, etc.
- Form 5498-SA** showing **HSA** contributions
- Car Tag:** "Ad Valorem tax" on each car's registration
- Healthcare: Form 1095-A** (Obamacare)
- Retirement Contributions** (IRA ROTH, SEP, 401K)
- Charitable Contributions:** cash and non-cash records  
*\*Must have statement from donee organization.*
- Signed [Engagement Letter](#)

### NEW!!!

- [Energy Efficient Tax Credits:](#) Bring receipts. (Ex: HVAC, Water Heater, Windows, Doors, Insulation, Electric Vehicle)
- [2024 Corporate Transparency Act](#) (applies to LLCs, partnerships, and corporations) – Ask my CPA

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