



## Cannon Tax & Accounting, Inc. Tax Return Checklist

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704-849-2199 -- [www.cannonadvisors.com](http://www.cannonadvisors.com)

### 2023 Tax Year

#### Personal Information:

- Change of address / Change of occupation
- Current email address & phone number
- Change in filing status
- Add / Remove dependent(s) (include adoption fees \$)
- Photo of Driver's License (front only) if renewed

#### New Client:

- Copy of prior year tax return
- Voided check for direct deposit of refunds
- Date of Birth and SSN (All family members)
- Photo of Driver's License (front only)

#### Income and Source Forms:

- Wage Statements - Form W-2 Qty \_\_\_\_\_
- Interest Income - Form 1099-INT Qty \_\_\_\_\_
- Dividend Income - 1099-DIV Qty \_\_\_\_\_
- Sale of Stock - 1099-B Qty \_\_\_\_\_
- Brokerage statement / 1099 Composite Qty \_\_\_\_\_  
(Schwab, Raymond James, TD Ameritrade, etc)
- Third Party Transactions - Form 1099-K Qty \_\_\_\_\_  
(Venmo, PayPal, Cash App, Zelle, Apple Pay)
- Receive any alimony - Need date of agreement  
& Amount Received
- Unemployment - Form 1099-G
- Jury Duty Pay Y ☐ N ☐ \$ \_\_\_\_\_
- Sell, receive, exchange, dispose, gift any digital asset?  
Y ☐ N ☐
- Receive a state income tax refund - Form 1099-G
- Cancellation of debt - Form 1099-C
- Gambling winnings - Form 1099-G or W2G
- Pension / Retirement distrib. - Form 1099-R Qty \_\_\_\_\_  
→ Military Y ☐ N ☐  
→ Retired Public Safety Officer- Bring Dec. statement
- Social Security - Form 1099-SSA Qty \_\_\_\_\_
- Sole proprietor income - Form 1099-NEC  
→ Fill out business worksheet
- Rental Property  
→ Fill out rental worksheet
- Partnership / Trust / Estate / S-Corp - Form K-1
- Sell a Property / House - Form 1099-S  
→ Include closing docs from the sale & provide  
initial purchase price and date
- Foreign Bank account detail
- Receive an inheritance Y ☐ N ☐
- Receive a death benefit Y ☐ N ☐

#### General:

- Did you receive an Identity Protection  
Pin Number? (IP PIN#) Y ☐ N ☐  
T # \_\_\_\_\_  
S # \_\_\_\_\_
- Moving Expenses (Active Military Only)
- Pay any alimony - amount and who paid to SS#  
& date of agreement
- Full time educator (K-12), need expenses
- Student loan Interest or Tuition? Form 1098-T

#### Estimated Tax Payments:

- Any Federal and /or State Estimated Tax Paid
- | Federal: | Amount / Date | State Paid: | Amount / Date |
|----------|---------------|-------------|---------------|
| Q 1      | \$ _____      | Q 1         | \$ _____      |
| Q 2      | \$ _____      | Q 2         | \$ _____      |
| Q 3      | \$ _____      | Q 3         | \$ _____      |
| Q 4      | \$ _____      | Q 4         | \$ _____      |

#### FAFSA:

**Let us know if you need your return  
completed for FAFSA loan processing**

#### Deductions:

- Clean Vehicle → Provide Bill of Sale.  
We will determine qualifying vehicles
- Medical expenses - Fill out medical worksheet
- Property Tax on Real Estate
- Mortgage Interest
- Purchase a new house - Closing Documents
- Refinance - Closing Documents
- Property Tax on Vehicles
- Charitable Cash / Non-Cash Contributions
- Volunteer Expenses / Miles
- End of year statements for IRA / Roth Accounts
- Gambling losses (deduct up to winnings)
- Childcare Expenses / Provider information
- Traditional IRA Contribution
- T \$ \_\_\_\_\_ S \$ \_\_\_\_\_
- Energy Efficient Home Improvements  
→ Provide detail to determine qualification

#### Health Insurance:

- Were you covered any months of the year  
through the Affordable Care Act? Form 1095-A
- Contribute/Distribute - Health Savings account
- Contribute/Distribute - Long-term care account

**Note: Please see the additional worksheets that go into more detail on several items above on our website.**

**Additional material may be requested from you during the interview process or for clarification.**

**Questions??? Please call 704-849-2199 or email [admin@cannonaccounting.com](mailto:admin@cannonaccounting.com)**