



CHECKLIST of items that are needed to prepare your return. Please note: this is not an all inclusive list and not all items may apply to you.

_____ If you are a **NEW CLIENT**, provide copies of last year's tax return.

RETURNING CLIENTS do not need this.

_____ Direct deposit information (only necessary if changed from last year or new client)

_____ W-2s (wages)

_____ 1099 and 1098 forms

_____ Form 1095A (if you had health insurance through Marketplace)

_____ K-1s for partnerships, joint ventures, S corporations, estates and trusts

_____ Self employment income and expenses

_____ Rental property income and expenses

_____ Closing statements from any property sales

_____ Form 1099-G (unemployment)*

*Unemployment does not mail the form to you. You will need to download from the website.

_____ Jury duty

_____ State tax refund

_____ Gambling winnings

_____ Other income _____

_____ Alimony received

_____ Alimony paid: Amount: _____ To whom: _____ SSN: _____

_____ Rent payment information / rent certificate

_____ Rent per month: _____ How many months? _____ Heat Included? **Y / N**

_____ Childcare expenses (EIN / SSN of provider and amount paid)

_____ Form 1098-T (receipts for higher education expenses and tax-free dollars used)

_____ Form 1098-E (student loan interest paid)

_____ Private school tuition statement for dependents in grades K-12 (include EIN and amount paid)

_____ Property tax receipt(s)

_____ Educator expenses

_____ Long-term care premiums paid

_____ Health insurance premiums paid (not paid through employer)

_____ Charitable contributions (cash and non-cash)

_____ Copies of current paystubs **for planning purposes only, NOT REQUIRED.**

Federal Estimated Taxes

4th Quarter 2022 Date Paid _____ Amount _____
2022 Overpayment applied to 2023 _____
1st Quarter 2023 Date Paid _____ Amount _____
2nd Quarter 2023 Date Paid _____ Amount _____
3rd Quarter 2023 Date Paid _____ Amount _____
4th Quarter 2023 Date Paid _____ Amount _____

State Estimated Taxes

4th Quarter 2022 Date Paid _____ Amount _____
2022 Overpayment applied to 2023 _____
1st Quarter 2023 Date Paid _____ Amount _____
2nd Quarter 2023 Date Paid _____ Amount _____
3rd Quarter 2023 Date Paid _____ Amount _____
4th Quarter 2023 Date Paid _____ Amount _____

Deductions - optional if all documents from checklist are provided.**Taxes**

State taxes withheld (W2s and 1099s) _____
Estimated state taxes (fill in State section above)
Last year's state tax balance due _____
Real estate taxes on home _____
Other real estate taxes _____
Other taxes _____

Interest Paid

1st Mortgage _____
2nd Mortgage _____
Home equity loan _____
Points _____
Other _____

Contributions

Churches _____
Non-cash contributions _____
Non-cash other _____
Charitable miles _____

Medical Expenses

Health and Dental premiums _____
Medicare premiums (on 1099SA) _____
Prescribed drugs _____
Doctors _____
Dentists _____
Glasses / Contacts _____
Medical miles _____
Long-term care _____
Other out-of-pocket expenses _____

IRA Contributions

Name	Amount	Type Roth, SEP, Simple, Traditional
_____	_____	_____
_____	_____	_____
_____	_____	_____

Let us help you with all your financial needs.

Our experienced tax preparers can help reduce your tax liabilities. There may be tax advantages to investing - not only to save for your future but also save in taxes. Talk to your preparer to see how we can help you.

Comments or questions for your preparer:
