



2025 TAX CHECKLIST - INDIVIDUAL

PERSONAL INFORMATION

- ☐ Your full name, DOB, social security number, address, phone, and driver's license or other picture ID
- ☐ Your spouse's full name, DOB, social security number, address, phone, and driver's license or other picture ID

DEPENDENT(S) INFORMATION

- ☐ Full name, DOB, and social security number
- ☐ Childcare records (including the provider's tax ID number, name, and address) if applicable
- ☐ Medical records, school records, Social services records, letter* (*-with official letterhead - school, medical provider, etc.)
- ☐ Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

SOURCES OF INCOME

Employed

- ☐ Forms W-2

Unemployed

- ☐ Unemployment, state tax refund (1099-G)

Self-Employed - Sole Proprietor/LLC (Sch. C) or LLC taxed as Partnership (1065) or Sub-S (1120S)

- ☐ 1099-NEC*(Nonemployee Compensation), 1099-MISC*(Rents, Royalties, other), 1099-K(customer payments-Square, etc.), Schedules K-1s, and any other income not reported on 1099s. (*NOTE: the 1099-NEC is a new form to report independent contractor payments. Previously these payments were reported in box 7 of the 1099-MISC).
- ☐ Accounting Records (bank statements(PDF) & download of bank transactions(excel spreadsheet), Quickbooks -Profit/(loss) statements, credit card statements, payrolls paid, business mileage logs, listing of payments to Independent Contractors for whom the 1099-NEC form must be issued (\$600 or more), list of other expenses incurred for tax year - advertising, rent, office, supplies, cellphone, internet, sales taxes, interest, insurance, repairs, etc. - Just remember - **ANY EXPENSE IN THE PRODUCTION OF INCOME IS DEDUCTABLE.**
- ☐ Fixed Assets (Bldgs, Leasehold, Equipment, Vehicles - purchase docs - cost, trade-ins, date placed in service, financing docs.
- ☐ Home Office Deduction - Use Form 8829 - (Note: Contact our office for worksheet)
- ☐ **Rental Income**
- ☐ Accounting Records (bank statements(PDF) & download of bank transactions(excel spreadsheet). Rental income by property address, list of expenses - mileage log, advertising, cleaning/ maint., insurance, legal, mortgage 1098, repairs, RE taxes, supplies, utilities, etc.
- ☐ Rental asset information (address, cost of rental properties, date placed in service, sold, etc. - all HUD-1s) for depreciation purposes and calculation of capital gains/ (losses).
- ☐ **Retirement Income**
- ☐ Pensions/IRA/annuity income (1099-R, 1099-R Consolidated)
- ☐ Traditional IRA, ROTH IRA - Contributions & Distributions
- ☐ Social security/RRB income (SSA-1099, RRB-1099)

Savings & Investments or Dividends

- ☐ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- ☐ Income from sales of stock or other property (1099-B, 1099-S)
- ☐ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- ☐ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- ☐ Expenses related to your investments
- ☐

Other Income & Losses

- ☐ Gambling income (W-2G or records showing income, as well as expense records)
- ☐ Jury duty records
- ☐ Hobby income and expenses - expenses allowed to extent of income
- ☐ Prizes and awards
- ☐ Trusts
- ☐ Royalty Income 1099 Misc.
- ☐ Any other 1099s received - Record of alimony paid/received with Ex-spouse's name and SSN

TYPES OF DEDUCTIONS

Home Ownership

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements
- ☐

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☐ Records of non-cash charitable donations
- ☐ Records of miles driven for charitable or medical purposes

Medical Expenses

- ☐ Out-of-pocket amounts paid for healthcare to include insurance premiums and direct payments to doctors, dentists, & hospitals

Health Insurance

- ☐ Form 1095-A - To report insurance plans through the Marketplace (Exchange) - Obamacare.
NOTE: THIS FORM IS A MUST TO FILE WITH YOUR RETURN - A MISSING FORM WILL DELAY ANY TAX REFUND.
- ☐ Form 1095-B - To report government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- ☐ Form 1095-C - To report Employer Sponsored Health Plans

Child Care Expenses

- ☐ Fees paid to provider to care for your dependent who is **age 12 or younger** **OR** for your spouse or dependent who isn't able to care for himself or herself - Need provider info - Tax ID or SSN, Full Name, Address and \$ amount paid for care for each dependent. Wages paid to a baby-sitter

Educational Expenses

- ☐ Forms 1098-T, Tuition Statement, from educational institutions
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarships or fellowships you received
- ☐ Form 1098-E if you paid student loan interest
- ☐ Receipts for classroom expenses (for **educators** in grades K-12)

State & Local Taxes or Sales Tax

- ☐ Amount of state/local income tax paid, or amount of state and local sales tax paid
- ☐ Invoice showing amount of vehicle sales tax paid

Retirement & Other Savings

- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA contributions
- ☐ All other 5498 series forms (5498-QA, 5498-ESA)

Additional Information

- ☐ Copies of prior year tax returns - 1040, 1065, 1120S
- ☐ If you are paying Quarterly Estimated Taxes (Form 1040-ES), then provide dates and amounts paid - Federal & state.
- ☐ Identity Protection PIN. If issued to you, your spouse or dependents - Mailed by IRS in January
- ☐ Transactions involving cryptocurrencies (Bitcoin, etc.) - Robinhood, Coinbase, etc.
- ☐ Receipts for Energy-saving home improvements - Solar, Windows, HVAC