



## Expanded Tax Checklist

(Attn: Drop offs after March 31<sup>st</sup> are subject to an extension)

### GENERAL INFORMATION:

- Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Spouse: \_\_\_\_\_ DOB: \_\_\_\_\_
- Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_
- Dependent: \_\_\_\_\_ DOB: \_\_\_\_\_ Dependent: \_\_\_\_\_ DOB: \_\_\_\_\_
- Dependent: \_\_\_\_\_ DOB: \_\_\_\_\_ Dependent: \_\_\_\_\_ DOB: \_\_\_\_\_
- Address: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- Spouse E-mail \_\_\_\_\_ Spouse Phone: \_\_\_\_\_
- Marital Status:  Married  Single  Separated  Qualified Widower  **ANY NEW DEPENDENTS?**

### **1095-A If you had Market Place health insurance**

#### REQUIRED QUESTION:

At any time during the tax year, did the taxpayer or spouse (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? YES OR NO

### INCOME & INCOME REPORTING FORMS:

- Wages: All W-2's  Pensions/Retirements: 1099-R  Social Security: SSA-1099
- Rental/Other Income 1099-Misc  Bank Interest: 1099-INT  Dividends: 1099-DIV
- Unemployment: 1099-G  1099-K for all cash app activity
- Misc: Alimony (divorces prior to 2019), Jury Duty, Gambling all other income
- Stock & Mutual Fund Sales: 1099-B (**issue due date 3/15**)
- Business/Farm Income: All 1099-NEC & 1099-K form

### BUSINESS/FARM EXPENSES: This is not all encompassing. If you don't see an expense listed below, ask.

- Advertising  Cell Phone  Subcontractors  Insurance
- Commissions  Business Interest Paid  Office Supplies  Rent/Lease
- Legal/Professional  Repairs/Maint.  Small Tools  Dues & Publications
- Supplies  Taxes & Licenses  Utilities  Continuing Education
- Hotel/Travel  Postage  Bank/Credit Card Fees
- Documented Business Miles & Total Miles Driven
- Assets Purchased (description, date purchased, cost for any \$2500 or more)
- Business Phone (not home line)
- Documented Business Related Meals

**ADDITIONAL ITEMS FOR RENTAL PROPERTIES:**

- Advertising
- Condo Fees
- Management Fees
- Mortgage Statement
- Repair/Maint.
- Utilities
- Property Taxes
- Insurance
- Misc: Keys, Termite, Supplies
- Documented Mileage/Travel
- Assets Purchased (description, date purchased, cost for any \$2500 or more)

**ESTIMATED TAXES PAID:**

- Date of payment and amount paid for **EACH** Federal and State tax estimated payment.

**POSSIBLE CREDITS:**

- Teacher Expenses
- Adoption Expenses
- Student Loan Interest
- Students K-12: Tuition, books, supplies, fees & uniforms
- College Education Expenses (**must provide 1098-T**)
- Total Alimony Paid (divorces prior to 2019): Must have name, social security number of recipient, and amount paid
- Child Care/Day Care Credit: For all children **UNDER** age 13; must have name, address, social security number or EIN of provider, and amount paid **PER** child.

**ITEMIZED DEDUCTIONS:**

**MEDICAL:**

- All out of pocket medical & dental expenses **totaled from receipts**
- Documented medical miles
- Health, Dental, Long Term Care & Cancer Insurance

**OTHER:**

- Mortgage interest (Form 1098) **Allowable for residence & 2<sup>nd</sup> home only.**  
Interest paid on HELOC'S (Home Equity Line of Credit) **Do NOT Qualify**

**TAXES:**

- Prior Year State Tax Paid
- Real Estate/Property Tax Paid

**CHARITABLE CONTRIBUTIONS:** Include **ALL** letters & receipts issued from the recognized organization. To confirm the organization is recognized, visit: <http://apps.irs.gov/app/eos/>

- All Letters from Churches, Ministries, other Recognized Organizations
- Out-of-pocket Volunteer Expenses for qualified organizations
- Documented Charitable Miles
- Household Goods and Clothing: (**receipt from organization including date donated, list Fair Market Value for EACH donation item. See the link on [www.itlaccounting.com](http://www.itlaccounting.com) for a detailed FMV list**)