



## TAX DOCUMENTS CHECKLIST

This list covers the majority of tax documents and issues relevant to individual taxpayers. While it is not an all-inclusive guide to the Internal Revenue Code, it serves as a good starting point.

- Copy of your 2019 Federal & State tax returns (new clients only)
- Social Security numbers and birthdates for all family members
- W-2 forms from all employers during the year
- 1098 forms for mortgage interest, points and property taxes paid to lender
- 1098-E forms for all student loan interest paid
- 1098-T forms for all tuition expenses paid
- 1099 forms for all interest and dividends earned in (Banks, Investment Accounts, etc.)
- \*Schedule of Stocks, Bonds or Investment Transactions (Dates, Purchase Price, Sale Price, Gain/Loss)  
*Note: This info is usually included with the year-end statements.*
- 1099-R forms for all retirement plan and annuity distributions
- 1099-G forms for any state tax refunds or unemployment or disability compensation received
- SSA-1099 forms for all Social Security benefits received
- Other 1099 forms for any miscellaneous income earned during the year
- K-1 schedules from all partnerships, S-corporations and estates
- \*Schedule of rental activity: income & expenses (mortgage interest, property taxes, repairs, etc.)
- Home Purchase/Sale: Closing statements pertaining to all real estate transactions
- Property Tax statements or payment history
- \*Medical Expenses: Payment history or log of medical expenses paid during the year  
*NOTE: The medical expense deduction is subject to a 10% income threshold; therefore, if your cumulative out-of-pocket medical expenses will not EXCEED 10% of your income, you will not receive a benefit from this deduction, which may impact your record keeping efforts. Pre-Tax medical premiums do not count as medical expenses.*
- \*Schedule of any additional higher education expenses paid for the taxpayer, spouse or dependent
- \*Statements and/or schedule of all cash and non-cash charitable contributions
- \*Listing of child care expenses or preschool tuition
- Tax Payments: Schedule of all Federal and/or State estimated tax payments made during the year

**BUSINESS EXPENSES:** If you owned a business or incurred expenses for your job that were not reimbursed by your employer, then the following may apply:

- \*Schedule of all income received (including copies of any 1099s received)
- \*Schedule of all business-related expenses and/or unreimbursed employee expenses
- \*Mileage for all vehicles used for business (include: business mileage and non-business mileage totals for the year)

\* The IRS has very strict guidelines on record-keeping requirements for taxpayers. While taxpayers should retain receipts, business records and/or other supporting documents for at least five years in the event of an IRS audit, simple self-prepared summary schedules are usually sufficient for the purposes of preparing your tax return.



## **2020 TAX RETURN QUESTIONNAIRE**

This general questionnaire can help us identify tax issues that are relevant for your situation. Any “YES” answers indicate that there is a tax benefit that you may be entitled to or a tax pitfall to watch out for. Answer these questions on behalf of you, your spouse and all dependents and be prepared to discuss them with us during your tax appointment.

### **For the calendar year 2020:**

1. Did your marital status change?..... Yes No
2. Could you be claimed as a dependent on anyone else’s 2020 tax return?..... Yes No
3. Did any of your dependents earn dividend, interest or investment income this year?..... Yes No
4. Did you earn any foreign income or pay any foreign taxes?..... Yes No
5. Did you operate or start a business, acquire a new interest in a partnership, S-corp or LLC?..... Yes No
6. Did you purchase or sell any real estate, including your principal residence?..... Yes No  
    > Any home buyer credits or depreciation taken on home? \_\_\_\_\_
7. Did you own a rental property or vacation home at any point during the year?..... Yes No
  
8. Did you refinance a loan or take out an equity line of credit on any property you own?..... Yes No
9. Did you use any portion of your home for business or employment purposes?..... Yes No
10. Did you have any rental income from your home, business or other properties?..... Yes No
11. Did all the members of your household have health insurance coverage for the entire year?... Yes No
12. Does your employer offer a Flexible Spending Account (FSA) for medical or dependent care? Yes No
13. Did you have a medical savings account (MSA) or health savings account (HSA)?..... Yes No
14. Did you make any contributions to a retirement account (IRA, Roth, 401k, 403b, SEP, etc.)?..... Yes No
15. Did you transfer or rollover any money from one retirement account to another?..... Yes No
16. Did you withdraw money or receive any distributions from a retirement account?..... Yes No
17. Did you receive any social security or unemployment compensation payments?..... Yes No
18. Did you purchase or dispose of any business assets (computers, equipment, vehicles, etc.)?..... Yes No
19. Did you buy or sell any cryptocurrency during the year?..... Yes No
20. Was any of your debt cancelled or forgiven (loan mod, foreclosure, short sale, etc.)?..... Yes No
21. Did you make any large purchases; car, motor home, truck, motorcycle?..... Yes No
22. Did anyone in your household incur any higher education expenses?..... Yes No
23. Did you make any solar-energy improvements to your home?..... Yes No
24. Did you receive any Economic Impact Payments (i.e. COVID stimulus payments)?..... Yes No
25. Did you receive or request an Identity Theft PIN from the IRS?..... Yes No
26. Did you incur significant out-of-pocket medical expenses or medical premiums?..... Yes No
27. Did you incur expenses relating to your job (meals, mileage, books, coursework, etc.)?..... Yes No
28. Did you receive ANY correspondence from the IRS or any state taxing agency?..... Yes No