Tax Time LLC

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Tax Checklist

Use this Checklist as a Reference and Review to provide complete information.

Income Sources

- ☐ W2's / 1099-INT / 1099-DIV/1099-B/1099-R
- ☐ State Tax Refund received for last year
- ☐ Social Security SSA-1099 and/or Trust Income
- ☐ Gambling / Lottery Winnings W2-G
- ☐ Alimony Received
- ☐ Sale of Personal and/or Other Properties
- ☐ Unemployment Compensation / Other Compensation

Investments

- ☐ Sales of Stocks / Bonds
- ☐ Rents and Royalties
- ☐ Foreign Currency
- ☐ K-1 for Partnerships or S Corps
- ☐ Other- ________________________________

Adjustments to Income

- ☐ Self-Employed Pension Plans / Health Insurance Premiums
- ☐ IRA Contributions; Traditional and Roth
- ☐ Student Loan Interest
- ☐ Moving Expenses
- ☐ Alimony-recipient's Full Name & Social Security Number

Medical (Deduction Threshhold 7.5% of AGI)

- ☐ Transportation Miles and/or Lodging Expenses
- ☐ Prescriptions out-of-pocket
- ☐ Weight Loss & stop Smoking Programs
- ☐ Home improvements for medical reasons
- ☐ Mental Health
- ☐ Health / Long Term Care Insurance Premium
- ☐ Doctor, Dental, Optical, Chiropractors Office Fees
- ☐ Hearing aids, Batteries, Eyeglasses
- ☐ Co-Pays for Insurance

Taxes

- ☐ State & Local Income Tax Payments
- ☐ Last Year's state return and/or extension payment amounts
- ☐ *Estimated Taxes paid to Federal & State (Dates & Amounts)*
- ☐ Real Estate and Personal Property Taxes Paid

Interest You Paid

- ☐ Settlement & Closing Statements for homes purchased or sold
- ☐ Mortgage Interest (Purchases and /or Equity Loan Interest)
- ☐ Points Form 1098 or unreported interest paid
- ☐ Investment Interest
- ☐ 2nd Home and/or Equity Interest

Healthcare - Do You have Healthcare? Yes ___ No___

- ☐ HSA (Health Savings Account) 1099-SA
- ☐ FSA (Flexible Spending Account)
- ☐ Health Insurance

Additional Information to Consider

Amount (If Any) $_______________

Charitable Contributions (Made to Qualified Non-Profit Organizations)

- ☐ Cash and/or Check Contributions
- ☐ Volunteer Uniform Expenses
- ☐ Volunteer Mileage
- ☐ Non-Cash Donations

Child Care Expenses

- ☐ Child & Dependent Care Expenses
- ☐ Include: Full Name, Address, SSN, and/or ID
- ☐ Number (EIN) of Provider(s)
- ☐ Do you have household employee(s)?
- ☐ Amount Paid for Each Dependent (under 13 or Disabled)

Qualified Education Expenses

- ☐ Tuition and Fees Form 1098-T
- ☐ Books / Room & Board if using Education IRA Monies
- ☐ Amount of Education IRA Monies used
- ☐ Scholarships Received
- ☐ 1098-T from Educational Institution
- ☐ 529 Contributions and Distributions (i.e. MOST)

Self-Employed Information

- ☐ Gross Receipts & Sales; Form 1099-NEC
- ☐ Returns & Allowances
- ☐ Costs of Goods Sold
- ☐ Direct Expenses: (EX: Advertise, Ins, Repairs, Supplies, Util, Wages)
- ☐ Itemized and listed by category
- ☐ Business & farm Expenses: Listed by category
- ☐ Any Household Employee Information (if paid over $1400)
- ☐ Business In Home Expenses
- ☐ Mileage or Actual Expenses for Vehicles
- ☐ Depreciation Items / Assets

Other Miscellaneous Items

- ☐ 1099-K for Income
- ☐ 1099-MISC Income
- ☐ Energy Credit (Insulation, Windows, Doors, Siding, Furnace/AC)
- ☐ Casualty and Theft Losses and / any Reimbursements
- ☐ ***IRS, State, and City Letters Received***

Income Tax Preparation Documents Required

- ☐ Tax Organizer - Tax Time LLC - Roger Nickell CPA Income
- ☐ Previous Year Tax Return (New Clients)

Identification

- ☐ Drivers License
- ☐ Social Security Card

NOTE: This Checklist is provided as a Guide and may not be complete for every taxpayer additional questions may be asked during appointment or in Tax Organizer

2023 Tax Organizer Required

New Clients Please Provide Prior Year Tax Return