

1040 INDIVIDUAL TAX RETURN CHECKLIST

Please note that the IRS filing deadline is **April 15, 2024**. To ensure that we have adequate time to process your information and file the return on time, please submit your documents before **March 15, 2024**. If you request an extension until October 15, 2024, we should have your information before September 16, 2024.

PERSONAL INFORMATION

- 2023 Tax Client Contact Information Form
- Prior Year Tax Return (new clients)
- Photocopy of Driver's Licenses - Taxpayer & Spouse
- Identity Protection PIN, if one has been issued to you, your spouse, or dependent by the IRS.
- Federally Declared Disaster
- Provide details if you lived or worked in another state and the date you moved
- Estimated Tax Payments made for the current year
- Bank Account Information (for direct deposit of a refund that you may have)

INCOME

- W-2: Earning from your job
- 1099-INT: Interest Income
- 1099-DIV: Dividend Income
- 1099-C: Cancellation of debt
- 1099-NEC: Non-Employee Compensation
- SSA 1099: Social Security Income
- 1099-S: Proceeds from Real Estate Sale
- W-2 G: Gambling winnings (also include Win/Loss statement)
- 1099-B: Proceeds from Broker transactions
- 1099-G: Government Payments (including unemployment)
- 1099-MISC: Miscellaneous Income
- 1099-R – Distributions from Retirement Accts
- RRB-1099: Railroad Benefits Income
- K-1: Partnerships, Trusts, S Corporations

EXPENSES AND TAX DEDUCTIONS

- Tax Payment Receipts
- Charitable Contributions
- 1098: Mortgage Interest statement
- Medical Expenses including health or long-term care insurance not included on a W-2. (note only expenses above 7.5% of adjusted gross income are deductible)
- Real Estate Taxes Paid
- Personal Property Taxes Paid

The above expenses will only be used if they are over your standard deduction.

- 1098-E: Student Loan Information
- 1098-T: Education Payments to University or School
- 8889: Health Savings Account
- 1095-A: Health Insurance from Healthcare.gov exchange
- Closing Statement from the sale of a house
- Dependent's College/University Expenses
- Childcare Expenses for each Dependent
- Receipts for energy-saving home improvements
- Electric Vehicle Information
- K-12 Educator Expenses

Information about Digital Assets (ie cryptocurrency, NFTs etc.)

"At any time during 2023, did you: (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 NO

If you are a sole proprietor (schedule-C) and/or have rental real-estate properties (schedule-E), please request a separate required document list for these types of businesses. An Excel® template for this can be sent to you to complete.