



Accounting & Notary Services
Phone: 407-986-0626/863-212-5522
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Client Checklist

Personal Data

- Previous Year's Tax Return (Federal & State)
- Social Security Cards / ITIN's for entire family
- Valid (unexpired) Picture ID/DL (Spouse as well)
- Voided Check (or bank info) for Direct Deposit
- Proof of medical insurance: Form 1095-A,B,C
- IRS Identity Protection Pin (if applicable)

Income

- W-2 Forms
- All 1099s including:
 - 1099-NEC: Independent Contractor
 - 1099-MISC: Rents, royalties, other income
 - 1099-G: State Refund / **Unemployment**
 - 1099-DIV: Dividend Income
 - 1099-R: Retirement Income
 - 1099-C: Cancellation of Debt
 - 1099-B: Proceeds from Broker Transactions
 - 1099-INT: Interest Income
 - SSA-1099: Social Security
- Alimony Received
- K-1: Income from Partnerships, Trusts, etc.
- Jury Duty / Legal awards / Settlements
- W2-G: Gambling/lottery winnings/losses, prize money
- 1098-T: Scholarships & fellowships
- Self-Employment / Hobby Income
- Rental Income (long term / Airbnb)
- Notice 1444, Your Economic Impact Payment (Stimulus)

Deductions/Credits

- Mortgage Interest: 1098
- Mortgage Insurance Premiums: 1098
- Points / Loan Origination Fees: 1098
- Sale of home: 1099-S & Final Closing Statement
- Second mortgage / RV interest paid
- Real estate taxes paid (all property)

Deductions/Credits

- Teacher Classroom Expenses / Supplies
- Closing Statement if new property OR refinanced
- State/local income tax (estimated tax payments)
- IRA, Keogh, retirement contributions
- Health Savings Account Contributions (HSA)
- Alimony Paid
- Medical, dental, long term care expenses
- Medical insurance premiums
- Casualty or theft losses
- Vehicle License Fees / DMV Registration
- Charitable contributions (money/goods)
- Education expenses: 1098-T or 1098-E
- Adoption Costs
- Child Care Expenses other than babysitting
- Electric Vehicle Credit
- Solar or other residential energy generator

If You Have a Business (Self-Employment)

- All business income / expenses itemized on separate sheet (expenses categorized)
- Mileage log
- Equipment purchased / sold
- 1099 Forms
- Home office square footage

If You Have Rental Property

- Addresses of all properties
- List # of days rented
- List # of days of personal use
- Rental income / expenses itemized on separate sheet (expenses categorized)
- Improvements made

*** If you need, we can email you a Worksheet for your Self-Employment and Rental Income/Expenses ***