



## CLIENT TAX PREPARATION CHECKLIST

(WHAT YOU SHOULD BRING FOR TAX PREPARATION)

- **COMPLETED Annual Engagement/Consent Letter and Questionnaire**
- **Estimated Tax Payments Made IRS/State** (need to know the date of payment and exact payment amount)
- **INCOME**
  - W-2s
  - 1099s
  - Pensions, Annuities, Profit Share, IRAs, etc.
  - Social Security Benefits
  - Interest/Dividend Income
  - K-1s (when applicable)
  - Investments Sold
  - Other Income
- **ITEMIZED DEDUCTIONS**
  - Medical/Dental/Vision Expenses
    - Co-Pays, After-Tax Insurance Premiums, Lab Fees
    - Prescription Drugs
    - Medical Miles
  - Taxes Paid
    - Real Estate
    - Personal Property (New Vehicle Purchase)
    - Vehicle Registration Tax
    - Sales Tax (Big Ticket Items)
  - Interest Expense
    - Mortgage, Current Residence, Second Home, (RV/Boat may be considered second home if qualified)
    - Investment
  - Casualty/Theft Loss
    - Property Damage (Federally Declared Disaster Only)
  - Charitable Contributions with receipts

- Cash – Contributions made by check, cash or credit card
- Non-Cash – Items donated to Goodwill, Savers or other nonprofit organizations (must be a 501c3 organization)
  - NOTE: Please value these items before you come in, use the link below for a valuation guide
  - **GOODWILL** <https://www.goodwillaz.org/estimated-donation-values/>
- Please bring in ALL of your contribution receipts; they may qualify for a tax credit with the State of Arizona
  - Day/Child Care Expenses (need provider name, Address, and EIN)
- SELF-EMPLOYMENT/BUSINESS INFORMATION (SCHEDULE C)
  - Total Income
  - Total Expenses, Identified/Listed
  - Assets Purchased/Sold
  - Cost of Goods Sold
    - Inventory
    - Purchases
    - Materials Supplies
  - Business Mileage (if applicable)
- RENTALS
  - Address Of Each Rental
  - Income Per Rental
  - Expenses Per Rental
  - If a new property, we will need the purchase settlement statement.