



TAX PREP CHECKLIST

What you need to bring to file your 2021 taxes.

Please bring completed intake form to your appointment. If you are a new client please also bring a copy of your last year's tax return.



PERSONAL INFORMATION:

- SSN or ITN, fulls names, and birth dates for each person included on your return
- Photo ID for you and your spouse
- Bank account information if you would like to use Direct Deposit
- Daycare information for you children, including how much was paid for each child and the name, SSN or EIN, and address of the daycare provider
- IRS Letter 6419 reporting Advanced Child Tax Credits received (mailed to you January 2022)



INCOME/RETIREMENT/INVESTMENTS:

- All forms that say W-2, 1099, 1098, SS, or Schedule K-1
- Account of alimony received or paid and ex-spouse's SSN
- Interest and Dividend income statements
- Stock sale statements and initial purchase price of anything sold
- Profit & Loss statement for any Rental Properties or Businesses that you own. (See reverse side for further help)
- Records of any contributions you made to any IRAs or retirement plans outside of work.



DEDUCTIONS:

- Form 1098 – mortgage interest
- Property tax statements
- Total of charitable contributions given in money
- Total of charitable contributions given in non-cash donations (DI, Goodwill, etc)
- Total of medical and dental expenses paid out of pocket (These can only count if they are very large – over 7.5% of your income. So, if your expenses are minimal, you don't need to bother totaling them. Do not count pre-tax premiums paid through your employer)



EDUCATION:

- Form 1098 -T for you or any dependents with higher education expenses (find on school website)
- Amount of tuition and expenses paid for higher education, including books and supplies (K-12 expenses do not qualify. Housing expenses not qualify.)
- Student Loan Interest statements



HEALTHCARE:

- Form 1095-A, if you are enrolled in an insurance plan through the Marketplace (Find at Healthcare.Gov)
- HSA Forms 5498 and 1099-SA, showing contributions and distributions from your account. You may need to login online to your HSA and print these.



OTHER:

- Stimulus payment amounts received
- Advanced child tax credit payments received
- Amounts paid for energy improvements (solar, etc.)

FOR MORE SPECIFIC GUIDELINES PLEASE CONTACT US.

**BUSINESS AND RENTAL
PROPERTY CHECKLIST**

BUSINESS & SELF-EMPLOYMENT



Things you need to bring to file:

- Business Name
- Federal ID Number
- Name, Birthday, SSN, Address, & phone number of each owner.
- Profit and Loss Statement (This is a list of your total income and expenses by category. See example below).
- Balance Sheet (only if your revenue was over \$250,000).
- List of any depreciated property that was sold during the year.
- List of any new large equipment or capital that was purchased during the year.

Business Profit & Loss

INCOME <i>Total of all 1099s & business-related income</i>	
EXPENSES <i>Totals by category</i>	
Materials and Supplies (<i>your cost</i>)	
Credit Card Processing Fees	
Advertising/Marketing	
Car & Truck Expense	
Office Expense (<i>paper, ink, etc</i>)	
Taxes & Licenses	
Continuing Education	
Interest	
Labor Paid	
Legal & Professional	
Rental Expense	
Travel	
Continuing Education	
Cell Phone (<i>List 100%</i>)	
Internet (<i>List 100%</i>)	
Uniforms	
Cleaning Supplies	
Repairs/Maintenance	
Insurance	
Utilities	
Dues & Subscriptions	
Meals (<i>List 100%</i>)	
OTHER:	
Beginning Inventory (<i>your cost</i>)	
Ending Inventory (<i>your cost</i>)	
New Product or Materials Purchased	
# of Business Miles Driven	
# of Days out of Town Business	

RENTAL PROPERTIES



Things you need to bring to file:

- Rental Address
- Purchase Price (for new properties)
- Profit and Loss Statement for each property (See example below).
- Closing documents for any properties sold during the year

Rental Property Profit & Loss

PROPERTY ADDRESS	
INCOME <i>Gross Rents Received</i>	
EXPENSES <i>Totals by category</i>	
Advertising	
Auto & Travel	
Cleaning & Maintenance	
Insurance	
Legal & Professional Fees	
Management Fees	
Mortgage Interest	
Other Interest	
Repairs	
Supplies	
Taxes	
Utilities	
HOA Fees	
Yard Care/Snow Removal	
Pest Control	

*If you have an expense that doesn't fall into one of these categories just list it separately.

**Do not include actual mortgage or loan payments

Please total all your receipts before your appointment.

This helps to save time and keep our prices low.



801.660.8200

<https://pack.tax>