

TAX CLIENT CHECKLIST

Please check what information you have, mark how many forms of each, and if you are waiting for more.

*Notes:

Deposit required for all services. Everyone must fill new Organizer.

- Last year's tax return (unless we prepared)
- Drivers' licenses (Taxpayer & Spouse; to add to file) Photo ID: Passport, Military (Dates in & out of USA)
- Social Security cards (each person on return; to add to file)
- Dates of Birth (each person on return; to add to file)
- Do you have a business? ... IRS Notices? ... IRS payment receipts?
- Voided check for direct deposit
- W-2's - Wage & Earning Statements
- 1099's - Interest, dividends, retirement, miscellaneous
- 1098's - Mortgage Interest Statement
- Property tax forms
- Charitable contributions/Donations
- Settlement statement for house purchased
- Settlement statement for house sold
- 401K or IRA statements
- Statements from stock or mutual fund investments, date of purchase, & cost
- Moving expenses (from out of town)
- Alimony (Paid or received)
- Partnerships (K-1)
- Gambling & Lottery winnings
- Education (Educator expenses, tuition, and/or student loan interest)
- Childcare
- Unemployment compensation
- Social Security Benefits
- Proof of Health Insurance
- Any other papers that you have a question about or that relates to this year's tax return. You may list out-of-pocket expense totals and any tax questions on separate sheets of paper.

- ___ Death Certificate
- ___ A copy of the will.
- ___ Letters of Testamentary.
- ___ Federal ID Number for estate / trust.
- ___ Probate court docs.
- ___ Trust docs.
- ___ List of beneficiaries.
- ___ List of assets.
- ___ List of inventory
- ___ List of expenses / distributions to be pd.
- ___ List of life insurance.
- ___ Accounting for estate / bank statements.
- ___ Stocks/securities.
- ___ Mortgages, Notes, Cash balances.
- ___ Final Income Tax Prep.