Tax Preparation Checklist

Before you begin your tax filing, you may want to review the following checklist. Highlight the areas that apply to you, and make sure you have that information available. Better yet, attach the list to a folder of your tax documents, and check items off as you add them to the folder. You may need other documents and information, depending on your situation.

You will need (if applicable):

Personal Information

- ☐ Social Security numbers for you, your spouse, and any dependents
- ☐ Dates of birth for you, your spouse, and any dependents
- ☐ Income of any dependents

Income for the tax year

Wages, tips, and other compensation from employment

- ☐ W-2 forms
- ☐ Tips and household employee wages not reported on W-2 forms

Retirement income

- ☐ 1099-R forms for distributions from retirement plans (like IRAs), pensions, and annuities
- ☐ SSA-1099 and RRB-1099 forms for Social Security and Railroad Retirement Board benefits

Self-employment income (Schedule C)

- ☐ 1099-NEC forms for non-employee compensation
- ☐ 1099-K forms from a payment processor or online marketplace
- ☐ Sales records
- ☐ Profit and loss statements
- ☐ Expense receipts and records, including for the business use of your home or vehicle, and cost of goods sold

Rental income

- ☐ 1099-MISC forms showing rent payments received
- ☐ Rents received but not reported on 1099-MISC forms
- ☐ Number of days property is rented

Income for the tax year (cont.)

- [ ] Receipts and other records for expenses
- [ ] Depreciation schedules

Real estate sales income

- [ ] 1099-S forms for proceeds from sale of real estate
- [ ] Escrow closing statements
- [ ] Basis information for property sold

Farm income (Schedule F)

- [ ] 1099-G forms for government payments
- [ ] 1099-PATR forms for distributions from cooperatives
- [ ] 1099-MISC forms for pasture rental income, crop insurance proceeds, or other miscellaneous income

Other common forms of income

- [ ] Alimony received for divorce finalized before 2019 (records of alimony payments)
- [ ] Business income from S corporations, partnerships, and LLCs (Schedule K-1 forms)
- [ ] Gambling winnings (W-2G forms)
- [ ] Prizes or awards (records showing amount or value)
- [ ] Refund of state or local income tax (1099-G forms)
- [ ] Scholarships in certain cases (records showing scholarship's purpose and use)
- [ ] Stock options (dates, stock value, and other related information)
- [ ] Unemployment compensation (1099-G forms)

Tax deductions

Alimony deduction (only if divorce finalized before 2019)

- [ ] Amount of alimony paid
- [ ] Ex-spouse's Social Security number

Charitable gifts deduction

- [ ] Receipts, bank or credit card statement, or other records for cash donations
- [ ] For gifts of $250 or more, a written acknowledgment from donee
- [ ] 1098-C forms for contributions of motor vehicles, boats, and airplanes
- [ ] Appraisals for donated property over $5,000 ($500 for clothing and household items)
- [ ] Mileage for use of your motor vehicle for volunteer work

Tax deductions (cont.)

Medical and dental expense deduction

- ☐ Receipts and other records for unreimbursed medical or dental expenses
- ☐ Out-of-pocket health and dental insurance premiums, including for Medicare and long-term care insurance
- ☐ Mileage for use of your motor vehicle for medical reasons
- ☐ Lodging expenses while traveling for medical care

Mortgage interest and points deduction

- ☐ 1098 forms
- ☐ Home mortgage interest or points not reported on 1098 forms

State and local taxes (SALT) deduction

- ☐ Estimated state and local income tax payments
- ☐ Sales tax payment records if you're deducting sales taxes instead of income taxes
- ☐ Real estate tax payment records, including escrow closing statements
- ☐ Personal property tax payment records, including for vehicle license fees

Student loan interest deduction

- ☐ 1098-E forms or loan statements if 1098-E form not received
- ☐ Loan origination fee or capitalized interest records (for loans made before September 1, 2004)

Other common tax deductions

- ☐ Archer medical spending account (MSA) deduction (5498-SA forms)
- ☐ Disaster/casualty and theft loss deduction (records showing amount of loss, basis and value of damaged or stolen property, insurance reimbursements)
- ☐ Gambling losses (receipts, raffle tickets, and other gambling records)
- ☐ Health savings account (HSA) deduction (5498-SA forms)
- ☐ Investment interest expense deduction (records for loans to buy investment property)
- ☐ Moving expense deduction for military personnel (records showing deductible moving expenses)
- ☐ Self-employed health insurance deduction (premium payment records, Form 1095-A)

Tax credits

Adoption credit

- ☐ Receipts for qualified adoption expenses, including for legal, medical, and transportation costs
- ☐ Employer reimbursements of adoption expenses (if any)

Child and dependent care credit

- ☐ Amount paid for care
- ☐ Care provider's name, address, and taxpayer identification number

Tax credits (cont.)

Clean vehicle credit (for purchase of electric, plug-in hybrid electric, or fuel cell vehicle)

- [ ] Time-of-sale report from dealer (also called a "seller report")
- [ ] MSRP (manufacturer's suggested retail price), if you buy a new vehicle

Education tax credits (American Opportunity and Lifetime Learning Credits)

- [ ] 1098-T forms
- [ ] Records for qualified educational expenses not included on 1098-T forms

Home Energy Credits (Energy-Efficient Home Improvement and Residential Clean Energy Credits)

- [ ] Receipts and records for qualified energy-saving upgrades and the installation of qualified clean energy systems in your home
- [ ] Kilowatt capacity of fuel cell systems (if applicable)

Premium tax credit

- [ ] 1095-A forms

Retirement savings contributions credit (Saver's Credit)

- [ ] Amounts contributed to eligible retirement accounts and ABLE accounts

Taxes you've paid

- [ ] Estimated or other tax payments for the tax year (including tax paid with **extension**)
- [ ] Prior-year refunds applied to the current tax year

Other information

- [ ] Bank account and routing numbers for direct deposit or tax payments
- [ ] Foreign bank account information (if a Report of Foreign Bank and Financial Accounts is required)
- [ ] Last year's tax return for general reference and e-filing
- [ ] Driver's license for e-filing (optional for additional security)

Taxpayer (and Spouse) Name:____________________________ Tax Year:___________

Tax Questionnaire

At a minimum, please answer the first 3 pages of this Tax Questionnaire and return it to us along with your supporting tax documents through the portal. You don't have to complete the rest of the Tax Organizer unless you find it helpful.
Taxpayers filing jointly with their spouse should answer these questions together.

Personal Information

	Yes	No
Did your marital status change during the year? If yes, explain: ____	☐	☐
Did your address change from last year? New Address:____	☐	☐
Did you receive an Identity Protection PIN (IP PIN) from the IRS? If yes, please provide.	☐	☐
If you are getting a refund, would you like a direct deposit? If yes, enter your bank name, routing number and account number here:	☐	☐

Dependent Information

If this group does not apply to you, check this box and proceed to the next group. N/A ☐

	Yes	No
Were there any changes in dependents from the prior year? If yes, explain:	☐	☐
Are you interested in more information about the new Trump accounts?	☐	☐
Did you provide over half the support for any other person(s) other than your dependent children during the year, such as an elderly parent?	☐	☐
Did you pay for child care or preschool while you worked, looked for work, or while a full-time student?	☐	☐
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,300? (i.e Interest, Dividends, Stock sales)	☐	☐
Did you pay any expenses related to the adoption of a child during the year?	☐	☐

Health Care Information

	Yes	No
Did you make any contributions to a Health Savings Account (HSA) or Archer MSA outside of work? If yes, how much?	☐	☐
Did you receive any distributions from a Health savings account (HSA)? If yes, please provide the Form 1099-SA.	☐	☐
If yes, were all of the distributions used for qualified medical expenses?	☐	☐
Did you pay long-term care premiums for yourself or your family? If yes, how much for you and your spouse? You:___________ Spouse:_______________	☐	☐
Did you receive any Premium Tax Credit advance payments? If yes, provide Form 1095-A. (For health insurance purchased on the Marketplace or 'Obamacare')	☐	☐
Did you pay health insurance premiums for an individual or family plan outside of work?	☐	☐

Education Information

If this group does not apply to you, check this box and proceed to the next group. N/A ☐

	Yes	No
Did you, your spouse, or your dependents attend a university during the year? If yes, please provide the 1098-T.	☐	☐
Did you home school your children at anytime in 2025?	☐	☐
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?	☐	☐
Did you make any contributions to an education savings or 529 Plan account? If yes, please include Form TC-675H (Utah)	☐	☐
Did you pay any student loan interest this year? If yes, please include Form 1098-E.	☐	☐

Itemized Deduction Information

	Yes	No
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.) that totals more than 7.5% of your income?	☐	☐
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)?	☐	☐
Did you donate a vehicle or boat during the year? If yes, please provide form 1098-C from the donee organization.	☐	☐
Did you pay real estate taxes for your primary home and/or second home?	☐	☐
Did you pay any mortgage interest? If yes, please provide Form 1098.	☐	☐
Did you pay any investment interest on brokerage accounts, etc	☐	☐

Retirement Information

If this group does not apply to you, check this box and proceed to the next group. N/A ☐

	Yes	No
Did you receive any Social Security benefits during the year? If yes, provide Form 1099-SA.	☐	☐
Did you make any withdrawals from an IRA, Roth, 401(k), or other qualified retirement plan? If yes, provide the Form 1099-R.	☐	☐
Did you make any contributions to an IRA, Roth, or SEP or other qualified plan in 2025? If yes, how much?	☐	☐
Would you like to discuss the option of still making a contribution to a retirement account for the current tax year?	☐	☐

Income Information

	Yes	No
Did you receive any unemployment benefits during the year? If yes, provide Form 1099-G.	☐	☐
Did you have any self-employment during the year?	☐	☐
Did you receive any non-employee compensation? If yes, provide Form 1099-NEC or the total amount received.	☐	☐
Did you collect money services via Square, Venmo, Paypal or similar platforms in 2025? If yes, please check your account for Form 1099-K.	☐	☐
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	☐	☐
Did you receive tips or overtime in 2025? If yes, please provide your last pay stub of the year.	☐	☐
Did you have any sales or other exchanges of virtual currencies such as bitcoin?	☐	☐
Do you have any rental properties?	☐	☐
Do you expect a large fluctuation in income, deductions, or withholding next year?	☐	☐

Purchases, Sales and Debt Information

	Yes	No
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	☐	☐
Did you purchase a brand new vehicle in 2025?	☐	☐
Did you sell, exchange, or purchase any real estate during the year?	☐	☐
Did you purchase or sell a principal residence during the year?	☐	☐
Did you dispose of any stock during the year?	☐	☐
Did you take out a home equity loan this year?	☐	☐
Did you refinance a principal residence or second home this year?	☐	☐
Did you sell an existing business, rental, or other property this year?	☐	☐
Did you start a new business or purchase rental property during the year?	☐	☐
Did you sell, exchange, or purchase any assets used in your trade or business?	☐	☐
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)? Please provide the 1099-C.	☐	☐
Did you acquire a new or additional interest in a partnership or S corporation?	☐	☐
Did you foreclose or abandon a principal residence or real property during the year?	☐	☐

Miscellaneous Information

	Yes	No
Did you make energy efficient improvements to your main home this year?	☐	☐
If you are an educator, did you purchase classroom supplies?	☐	☐
If yes, how much?		
Did you make gifts of more than $17,000 to any individual?	☐	☐
Did you utilize an area of your home for business purposes? (Only available to self-employed persons. W-2 employees working remote doesn't qualify.)	☐	☐
Did you pay any individual as a household employee during the year?	☐	☐
Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?	☐	☐
If yes, did the maximum foreign bank account balance exceed $10,000?	☐	☐
Did you receive correspondence from the State or the IRS?	☐	☐

If yes, explain: ____

Please provide notices if not yet resolved.

2025 Estimated Tax Payments

If this group does not apply to you, check this box and proceed to the next group. N/A ☐

Federal

Q1 Due April 15th, 2025 Date Paid Amount Paid

Q2 Due June 17th, 2025 Date Paid Amount Paid

Q3 Due Sept 16th, 2025 Date Paid Amount Paid

Q4 Due Jan 15th, 2026 Date Paid Amount Paid

State(s)

Q1 Due April 15th, 2025 Date Paid Amount Paid

Q2 Due June 17th, 2025 Date Paid Amount Paid

Q3 Due Sept 16th, 2025 Date Paid Amount Paid

Q4 Due Jan 15th, 2026 Date Paid Amount Paid

If there is anything else we should know about regarding your tax situation, please explain here

GENERAL INFORMATION

****PLEASE UPLOAD A COPY OF YOUR PRIOR YEAR RETURN IN ADDITION TO THIS ORGANIZER****

2024 (MAIN INFO)

Taxpayer's First Name ____________ M.I. ______ Spouse's First Name ____________ Spouse's M.I. ______

Taxpayer's Last Name ____________ Suffix ______ Spouse's Last Name (if different) ____________

Taxpayer's Social Security Number ____________ Spouse's Social Security Number ____________

Present Home Address ____________ City, State, Zip Code ____________

E-Mail Address ____________

Filing Status: Please Check One

☐ Single ☐ Married Filing Joint ☐ Married Filing Separately ☐ Head of Household ☐ Qualifying Widow(er)

If you selected head of household and have no dependents, list the name ____________

and social security number ____________ of your qualified child WHO LIVES WITH YOU and qualifies you for this status.

Dependents/Nondependents Qualifying for Child Care and/or EIC

Note: If any children listed below are nondependents then mark an `X' in the column listed "Non Dep."

First Name	Last Name	Date of Birth	Social Security Number	Relationship	Months in home	Non Dep.

If you are claiming as a dependent a child who did not live with you, check the documents that substantiate this claim:

☐ Pre-1985 divorce or separation agreement ☐ Signed Form 8332

☐ Post-1984 divorce or separation agreement WITHOUT CONDITIONS

Taxpayer's Birth Date ____________ Spouse's Birth Date ____________

Taxpayer's Occupation ____________ Spouse's Occupation ____________

Daytime Phone ____________ Daytime Phone ____________

Evening Phone ____________ Evening Phone ____________

Cell/FAX Phone ____________ Cell/FAX Phone ____________

State of Residency:(2-Letter Abbreviation) State of Part-year Residency 2nd State of Part-year Residency

Please use the following space for any comments you wish to make to your preparer.