Carola's Tax Assistance LLC

Tax Preparation Checklist for Individuals

- A copy of last year's Federal and State tax returns (new clients only)
- Copies of driver's licenses
- All statements of income, such as:
  - W-2's
  - Form 1099-Misc
  - Interest and Dividend statements (Form 1099 INT/DIV)
  - Pension income statements including Social Security, as well as Form SSA-1099
  - Individual Retirement Account contributions or withdrawals (Form 1099-R)
  - Unemployment income statements (Form 1099-G, available in your Department of Labor online portal)
  - Trust, "S" corporation, and/or Partnership income amounts (Form K-1)
- Amounts of mortgage interest and points paid (Form 1098), real estate and personal property taxes paid, charitable donations (both cash and non-cash), and "out-of-pocket" medical expenses (Please see schedule A)
- Sale of home (Form 1099-S) or closing documents
- Records of childcare expenses including amounts and payee (EIN of childcare center or SSN of babysitter)
- Tuition Statement 1098-T
- Lists of any expenses, such as:
  - Moving expenses (if your move was due to military orders)
  - Education expenses
  - Gambling losses (if you received gambling winnings)
- Details of any capital gains / investment transactions
- Amounts of any estimated tax payments
- Virtual currency/stocks
- If you own rental property or a small business, we will need to verify the records pertaining to the property or business, please also fill out a Schedule C/E expense sheet
- Beneficial Ownership Information (BOI) Report/Transcript (if applicable)