What to Gather for Your Tax Preparation Process
ESTATE/TRUST TAX RETURNS

General Documents for New and Existing Clients:

- ❑ **Decedent's Death Certificate**
- ❑ **Trust Agreement or Will** (full copy and amendments)
- ❑ **Letters of Testamentary or Letters of Administration** (Estate)
- ❑ **Tax Identification Number** (IRS Letter)
- ❑ **Estate Inventory and Appraisal** (Estate)
- ❑ **Financial Records for Trust/Estate** (including all bank statements, investment statements, property appraisals, etc. since date of death)
- ❑ **Prior Year Trust/Estate Tax Returns** (if applicable)
- ❑ **List of Beneficiaries** (names, addresses, social security numbers and relationship to decedent)
- ❑ **List of All Distributions Made** (if applicable)
- ❑ **Driver's License(s) or another photo ID** (of person in charge of estate/trust)

For Decedent's Final Tax Return (if applicable) We Need the Following:

Income:

- ❑ **Wages** (Form W-2)
- ❑ **Retirement Income, Pension, IRA** (Form 1099-R)
- ❑ **Social Security Income** (Form 1099-SSA)
- ❑ **Unemployment/Paid Family Leave/State Tax Refund** (Form 1099-G)
- ❑ **Self-Employment Income** (Forms 1099-MISC, 1099-NEC, K-1)
- ❑ **Interest Income** (Form 1099-INT)
- ❑ **Dividend Income** (Form 1099-DIV)
- ❑ **Royalties** (Form 1099-MISC)
- ❑ **Home Sale** (Form 1099-S and the final closing statement)

Dependent Information:

- ❑ **Childcare Expenses** (provider's name, tax ID number, address, phone number, and amount paid)
- ❑ **Educational Expenses** (Form 1098-T, proof of payment, and list of expenses)
- ❑ **Student Loan Interest** (Form 1098-E)
- ❑ **Dependent's Driver's License or Photo ID** (non-expired, if they are filing a return too)

Stock Sales, Investments & Savings:

- ❑ **Sales of Stock or Bonds** (Form 1099-B, dates of acquisition, number of shares, and cost basis)
- ❑ **IRA/ROTH IRA Year-end Statements** (12/31 statements and Form 5498)
- ❑ **HSA Reimbursements** (Form 1099-SA) & Contributions (Form 5498-SA)
- ❑ **Cryptocurrency Transactions** (1099-B for all crypto accounts, transaction summary for the tax year, and any Form 1099-MISC for rewards/incentives over $600)

Itemized Deductions:

- ❑ **Mortgage Interest Paid** (Form 1098)
- ❑ **Real Estate Tax Payments**
- ❑ **DMV Registration Renewal Notice**
- ❑ **Final Closing Statement from Property Transactions** (purchase, sale, or refinance)
- ❑ **Charitable Donations** (cash and non-cash)
- ❑ **Job-Related Educational Expenses** or other job-related unreimbursed expenses
- ❑ **Medical, Dental, Prescriptions, Insurance Expenses** (Form 1095 for Covered California)
- ❑ **Long Term Care Premiums Paid**

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Self-Employed (including UBER and LYFT):

- ❑ **Profit and Loss Statement**
- ❑ **Income/Expenses by Type** (additional records may be requested)
- ❑ **Business-Use Asset Information** (cost, date placed in service)
- ❑ **Home Office Information** (if any, see Home Office Worksheet on website)
- ❑ **Record of Estimated Tax Payments** (Form 1040-ES)
- ❑ **Vehicle Use Information** (if any, see Vehicle Worksheet on website)

Rentals:

- ❑ **Profit and Loss Statement**
- ❑ **Income/Expenses by Unit and Type** (additional records may be requested)
- ❑ **Rental Asset Information** (cost, date placed in service)
- ❑ **Record of Estimated Tax Payments** (Form 1040-ES)
- ❑ **Vehicle Use Information** (if any, see Vehicle Worksheet on website)

Miscellaneous:

- ❑ **Gambling Income** (Form W-2G) & Losses (Win-Loss statements and logs)
- ❑ **Estimated Quarterly Taxes** (Form 1040-ES)
- ❑ **Foreclosure/Abandonment of Personal Residence** (Form 1099-A or 1099-C)
- ❑ **List of Capital Improvements to Real Property** (if sold)
- ❑ **Form 1095-A** if you had medical insurance through Covered California

Please bring any other information you feel might be needed for the tax return preparation and feel free to ask us questions before, during, and after your appointment!

If you have any questions for your tax preparer, please feel free to list them here: