What to Gather for Your Tax Preparation Process
INDIVIDUAL TAX RETURNS

Required Documents for New Clients:

- ❑ **Driver's License(s) or another photo ID** (taxpayer and spouse)
- ❑ **Social Security Card(s)** (taxpayer, spouse, all dependents)
- ❑ **Dependents' Social Security Numbers & Dates of Birth**
- ❑ **Last Three (3) Years' Tax Returns** with all source documents
- ❑ **Completed and Signed Annual Client Information/Worksheet** (available in client portal or in a paper version)
- ❑ **Form 1095-A** if you had medical insurance through Covered California

Required Documents for Existing Clients:

- ❑ **Driver's License(s) or another photo ID** (if expired or if we don't have it, including spouse)
- ❑ **Completed and Signed Annual Client Information/Worksheet** (available in client portal or in a paper version)
- ❑ **Form 1095-A** if you had medical insurance through Covered California

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 Income & Expenses:

- ❑ **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)

Military:

- ❑ **Year-End LES**

Additional Required Documents:

- ❑ **Previous 3 Years' Tax Returns** with source documents
- ❑ **3 Previous Paystubs**
- ❑ **Investment and Retirement Statements**
- ❑ **Statements from Other Income Sources** (e.g., bank interest, rental properties, business)
- ❑ **Rentals:** Worksheet for Income/Expenses
- ❑ **Business:** Profit & Loss Statement, Balance Sheet (if no books, require it)
- ❑ **Income/Debt Worksheet**
- ❑ **Copy of Trust Document**

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!