

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:

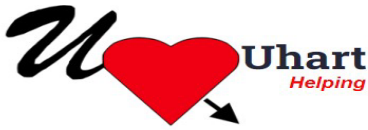
- Childcare Expenses** (provider's name, tax ID number, address, phone number, and amount paid)
- Educational Expenses** (Form 1098-T, proof of payment, and list of expenses)
- Student Loan Interest** (Form 1098-E)
- Dependent's Driver's License or Photo ID** (non-expired, if they are filing a return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