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**Tax Preparation Checklist – Individuals**

Please do not attach sensitive information to ordinary email.

Please request access to use Liscio instead

ALL TAXPAYERS

Please note, not all taxpayers will have all the documents listed below. Please bring all of those items that you do have and cross out those items that do not relate to your 2024 tax situation.

* Full name, Social Security number and date of birth
* Current address, phone number, and email address
* Marital status as of 12/31/2024
* NEW CLIENTS: please provide a copy of your 2023 tax returns (and 2022 if available) NOTE: If you have rental property or business equipment, a depreciation schedule is required.
* **Affordable Care Act** – if you have insurance form the exchange, Form 1095 A
* **Foreign Banking** – Do you have signature authority on a non-US Bank Account?
* **Crypto Currency** – Bitcoin, etc. Bring records related to any/ all such transactions.
* All Forms W-2 from your employers
* All 1099 INT forms (interest)
* All 1099 DIV forms from investments (dividends)
* All 1099 NEC forms for contract work
* Mortgage interest reported on Form 1098 and property taxes paid during the year
* Forms K – 1 from partnerships, corporations, and/ or estates
* Capital gains/ losses (1099 B and realized gains/ loss statements, including basis)
* Real estate transactions – all closing/ settlement/ Final HUD statements, 1099 S
* Form 1099 G showing state refund from prior year.
* IRA and pension income (also withdrawals) form 401K – 1099 R
* Social Security Benefit income Form 1099 SSA
* Long term care Form 1099 LTC
* Cancellation of debt income Form 1099 C
* IRA/ Roth IRA contributions
* Tuition expenses reported on Form 1098 T Box 1 and ability to verify expenses claimed
* Tuition plan contributions / withdrawals reported on Form 1099 Q
* Student loan interest reported on Form 1098 E
* Amounts, dates and payees of all estimated (“quarterly”) tax payments

TAXPAYERS WITH CHILDREN/ DEPENDENTS

* Dependents: full name(s) and Social Security number(s)
* Date of birth of each dependent
* Months spent living in your home
* Your expenses for childcare (childcare provider’s name, address and social security number or EIN)
* Any amounts received for “Advance Child Tax Credit” (Provide IRS account transcript or letter from IRS)

TAXPAYERS WHO ITEMIZE DEDUCTIONS

* Medical expenses
* Property (real estate) taxes (not for rental property)
* Personal Property taxes
* Home mortgage interest and points reported on Form 1098
* Mortgage insurance premiums
* Gifts of money to charity / non cash items to charity
* Direct expenses and mileage associated with volunteer work
* Information on casualty or theft losses
* Unreimbursed expenses incurred as an employee
* Tax preparation fees paid

TAXPAYERS WITH RENTAL PROPERTIES

* Address of rental property and property type
* Number of days used as rental
* Number of days used personally
* Rental income actually received in 2024
* Expenses related to rental:
  + Advertising
  + Auto/ travel
  + Cleaning and maintenance
  + Commissions paid
  + Insurance
  + Legal/ professional fees
  + Management fees
  + Mortgage interest
  + Repairs
  + Supplies
  + Property and rental unit taxes
  + Utilities paid by you
  + Improvements

TAXPAYERS WITH SELF EMPLOYMENT/ CONSULTING INCOME

* Description of the type of business you have
* Accounting of your business activity
  + Gross receipts (**ALL** income you receive, whether or not you get a 1099)
  + Returns/ refunds given to customers
  + Cost of goods sold
  + Advertising
  + Auto expenses
  + Commissions and fees
  + Contract labor
  + Employee benefits programs
  + Insurance by type
  + Interest expenses by type
  + Legal and professional services by type
  + Office expenses
  + Pension and profit-sharing plans
  + Rent or lease of office
  + Rent or lease of vehicles, machinery, equipment
  + Repairs or maintenance
  + Supplies
  + Taxes and licenses
  + Travel (transportation, accommodation)
  + Utilities on business property
  + Wages paid to others
  + Telephone expense
  + Dues and memberships/ subscriptions
  + Other itemized / categorized expenses

TAXPAYERS WITH SELF EMPLOEMENT/ CONSULTING INCOME – AND A HOME OFFICE

* Total square footage of living space
* Square footage of space used “regularly and exclusively” for your business
* Personal money used to pay rent, mortgage interest, property tax, insurance, utilities, repairs/ maintenance, cleaning, and other indirect expenses

TAXPAYERS WHO CLAIM AUTOMOBILE EXPENSES

* Date your vehicle was placed in service for business purposes
* Type of vehicle
* Total miles driven for entire year for all purposes (not just business miles)
* Business – purpose miles
* Commuting miles
* Parking expenses
* If not using mileage rate, list ALL expenses of owning car for year

**Thank you for allowing T – Squared to Serve you.**