

2019 Tax Document Checklist

TP	SP	Did you (TP) or your spouse (SP) have any of the below listed income items?	If yes, send the following documents/information
		Wages / Salary / Tips	W-2 and final paystub for each job
		Interest	1099-INT or Dec bank statement if no 1099
		Dividends	1099-DIV
		Retirement / Pension	1099-R. Retired military-please send Dec RAS
		Retirement or IRA distribution before age 59 1/2	Contribution records for IRA, Forms 5498 for each year since account opened
		State Tax Refund	1099-G or 2018 state tax return
		Social Security	1099-SSA
		Unemployment Compensation or Paid Family Leave	1099-G
		Self-Employment and/or Operation of a Business	1099-MISC, Profit & Loss Statement, Balance Sheet
		Rental Property	Rental worksheet for EACH property. Contact us if this is the first year WE are preparing rental tax return
		Rental of land for agricultural purposes	Rental Worksheet
		Operation of a farm income	1099-MISC, Profit & Loss Statement, Balance Sheet
		Royalties	1099-MISC
		Gambling Winnings	W2G, record of wins and losses
		Sale of Stocks, Bonds, Mutual Funds, etc.	1099B, Cost Basis, if not included on form
		Buy, Sell, or make payments using Cryptocurrency	1099-K, Due Diligence Worksheet, Section E
		Sale of Rental or Business property	Closing Disclosure, Depreciation Schedule
		Cancellation of Debt	1099-C, Insolvency Worksheet
		Sale of Home	1099-S, Purchase & Closing Disclosures/HUD-1 Statements
		Income from Investment/Partnership/S-Corp	K-1
		Income from Estate or Trust	K-1
		Contribution to a Health Savings Account	Form 5498, usually issued in May
		Distributions from a Health Savings Account	1099-SA
		Alimony payments received	Amount Received, date of divorce
		Alimony payments paid	Amount Paid, date of divorce, name & SSN of recipient

TP	SP	Did you (TP) or your spouse (SP) have any of the below listed expenses?	If yes, send the following documents/information
		Foreign earned income	Final paystub and foreign tax return, if applicable
		Hobby Income	1099-MISC or amount received
		Difficulty of Care Payments	W2 or 1099MISC
		Miscellaneous/other income	Prizes, jury duty, or 1099-MISC
		Contributions to: Roth IRA? Trad IRA? SEP-IRA? OTHER: _____	Amount contributed, Form 5498 (usually issued in May)
		Reservists/National Guard expenses for traveling >100 miles each direction for Reservist/Guard duties	Request Reservist Worksheet
		Unreimbursed moving expenses	Military only
		Teaching or classrooms supplies (K - 12 only)	Record of expenses paid
		Home Mortgage Interest	Form 1098, if you have ever done a refi - date and amount of original purchase
		Student Loan Interest	1098-e
		Qualified Tuition or Education expenses	1098-T, receipts for books and supplies, Due Diligence Worksheet - Section C
		Make contributions to charity	Receipts, including FMV of non-cash donations
		Medical Expenses or make after-tax premium payments	If they exceed 7.5% of income
		Have any Household Employees	Copy of records of payment
		Pay any Child or Dependent Care Expenses	Name, address, SSN/EIN of provider, total paid to each provider, total paid for each dependent
		Make payments to IRS for 2019 taxes	Dates and amounts paid
		Make payments to state for prior year and/or 2019 taxes	Dates and amounts paid
		Were there any births, adoptions, marriages, divorces, or deaths in your household	Date and SS Card (for birth, adoption, and marriage)
		Are you a signer on any Foreign Accounts	Due Diligence Worksheet - Section D
		Did your driver's license expire in 2019 or 2020	Clear Copy of renewed DL
		Do you wish us to use the same account as last year for refunds or taxes owed?	If NOT same account, send new bank account info

Additional Notes for the Tax Preparer:

 Taxpayer Signature and Date