Year End Client Document Checklist

Including but not limited to the following

Income

W2

1099-Misc Self Employed or Contract Employee

1099R – Retirement

SSA-1099 – Social Security

RRB-1099R- Railroad Social Security

1099-SA – Distribution from HSA, Archer MSA

Pension, 401K, Roth IRA etc. – Statements

Interest Income, Dividend Income, Sale of Stock

Stimulus Checks Received/Correct Amounts-Copies of actual Deposits

Child Care Credit Checks Received Amounts-Copies of actual Deposits

Deductions/Allowances

1098 – Mortgage interest statement

1098T- Tuition

Purchased New House or Refinanced House – Settlement Statement

Purchased/Leased Vehicle – Buyers Contract

Union Dues

Deductions/Allowances continued

Day Care (qualified with Tax ID Number)

Business expenses (if self employed or contract employee)

Dependents (claimable with date of birth & social security number)

Property Taxes

Donations – Purple Heart, Burn Camp, Salvation Army, Church Charities, Cash donation

Rental Properties (client owns house and is renting out for additional income)

When home was purchased and placed as rental

Rental amount per month x how many months rented

Repairs/expenses (ie. Insurance, advertising, supplies, taxes)

Mortgage Interest Statement

Purchase or Refinance of rental – Settlement Statement