



Pre - Tax Preparation Appointment Checklist

Personal Information:

The IRS needs to know who is filing the tax return, as well as how many people are covered on it. To make this easy, they require:

Yours and your spouse's Social Security numbers and dates of birth

Applicable Not Applicable

Any Social Security numbers for dependents and dates of birth

Applicable Not Applicable

Income Information:

The following documents will help you prepare all the income information that you need to file a federal tax return:

W-2 Forms from all employers you (and your spouse, if filing a joint return) worked for during the past tax year.

Applicable Not Applicable

1099 Forms if you (or your spouse) completed contract work and earned more than \$600.

Applicable Not Applicable

Form(s) 1099-K (Merchant Card and Third Party Network Payments)

Applicable Not Applicable

Schedule(s) K-1 (income/loss from partnerships, S Corporations, etc.)

Applicable Not Applicable

Investment income information (including: interest income, dividend income, proceeds from the sale of bonds or stocks, and income from foreign investments).

Applicable Not Applicable

Income from local and state tax refunds from the prior year.

Applicable Not Applicable

Closing statements pertaining to real estate transactions

Applicable Not Applicable

Business income (accounting records for any business that you own)

Applicable Not Applicable

Unemployment income

Applicable Not Applicable

Rental property income

Applicable Not Applicable

Royalty income

Applicable Not Applicable

Social Security benefits

Applicable Not Applicable

Alimony received

Applicable Not Applicable

Miscellaneous income (including: jury duty, lottery and gambling winnings, Form 1099-MISC for prizes and awards, 1099-C, cancellation of debt income and Form 1099-MSA and HSA for distributions from medical savings accounts)

Applicable Not Applicable

Income Adjustments:

The following adjustments can help reduce how much you owe in taxes, and in turn, increase your chance of receiving a tax refund:

Homebuyer tax credit

Applicable Not Applicable

Green energy credits

Applicable Not Applicable

Alternative Motor Vehicle Credit (Electric Vehicle).

Applicable Not Applicable

IRA contributions

Applicable Not Applicable

Mortgage interest

Applicable Not Applicable

Property taxes paid on all properties

Applicable Not Applicable

Student loan interest

Applicable Not Applicable

Medical Savings Account (MSA) & HSA contributions

Applicable Not Applicable

Self-employed health insurance

Applicable Not Applicable

Alimony paid

Applicable Not Applicable

Credits and Deductions:

There are many tax credits and tax deductions for various expenses, which are designed to help lower the amount of tax that an individual has to pay:

Education costs-Need Form 1098-T

Applicable Not Applicable

Childcare costs-Need name, federal id number, phone number, address and amounts paid for each child.

Applicable Not Applicable

Adoption costs

Applicable Not Applicable

Charitable contributions/donations-Need acknowledgement letter from charitable organizations for donations in excess of \$250.

Applicable Not Applicable

Casualty and theft losses

Applicable Not Applicable

Qualified unreimbursed business expenses

Applicable Not Applicable

Medical expenses

Applicable Not Applicable

Job and moving expenses

Applicable Not Applicable

Estimated taxes paid

Applicable Not Applicable

Direct Deposit:

Are you interested in having your tax refund directly deposited into your bank account? If so, you will need to provide two things:

Your bank account number

Applicable Not Applicable

The bank's routing number

Applicable Not Applicable

This tax forms / preparation checklist should help you get organized before filing your next income tax return. Please feel free to contact our office at 805-526-8355 if you have any questions.

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