



2023 Individuals Tax Checklist

We recommend you scan through this list to be sure you have everything gathered and to note any questions you want to ask. Having everything ready helps keep your taxes on track.

Please provide the routing and account number for the bank account you would like to use for direct deposit of refunds **AND** payment of taxes due:

Routing number _____

Account number _____

Individual Additions

Any wages? If yes, provide Forms W-2 from each employer. YES ___ NO ___

Any special employer compensation? If yes, provide explanatory letters from your employer (e.g., subsidized moving costs, exercised stock options, etc.) YES ___ NO ___

Any retirement plan withdrawal? If yes, provide Forms 1099-R from each retirement plan. YES ___ NO ___

Any IRA withdrawals from accounts in which you have "basis?" If yes, provide the year's ending account balance for each IRA account. YES ___ NO ___

Any Social Security benefits? If yes, provide Form SSA-1099 for each recipient. YES ___ NO ___

Any interest income over \$10 from bank accounts? If yes, provide Forms 1099-INT from each bank. YES ___ NO ___

Any dividend income on investment accounts? If yes, provide Forms 1099-DIV from each financial institution. YES ___ NO ___

Any sales of investments? If yes, provide Forms 1099-B from each financial institution. Look up any missing purchase dates and/or purchase prices for sales made. YES ___ NO ___

Any state refund received? If yes, provide Forms 1099-G from each applicable state. YES ___ NO ___

Any unemployment compensation? If yes, provide Forms 1099-G from each applicable state. YES ___ NO ___

Any gambling winnings? If yes, provide Forms W-2G for each winning. Also include a summary of all gambling losses for the year YES ___ NO ___

Any ownership interests in partnerships, S-Corporations, or trusts? If yes, provide Form K-1 for each interest. YES ___ NO ___

Any withdrawals from college savings plans? If yes, provide Forms 1099-Q for each account. YES ___ NO ___

Any alimony received? If yes, provide the total amount received and the payer's SSN. YES ___ NO ___

Any income received in a foreign country? If yes, provide details for further discussion. YES ___ NO ___

Any level of involvement with financial accounts overseas? If yes, provide details of amounts, income earned, etc. to determine what, if any, reporting may be required. YES ___ NO ___

Any other income or tax form received (including debt cancellation)? If yes, provide details for further discussion. YES ___ NO ___

Individual Subtractions

Any childcare paid? If yes, include provider name, address, tax ID, and amount paid per child. YES ___ NO ___

Any higher education tuition paid? If yes, provide Form 1098-T from each educational institution, plus amounts for books and other related expenses. YES ___ NO ___

Any contributions into IRAs (Traditional, Roth, SEP, Simple, etc.)? If yes, provide Form 5498, or total for amounts contributed per account. YES ___ NO ___

Any contributions into Health Savings Accounts? If yes, provide Form 5498-SA. YES ___ NO ___

Any contributions into home state college savings plans? If yes, provide a summary of amounts contributed per child per account. YES ___ NO ___

Any real estate owned/purchased/sold/refinanced? If yes, provide Form 1098 for any mortgage, real estate taxes paid by property, and settlement statements for any purchases, sales, or refinances. YES ___ NO ___

Any monetary charitable contributions? If yes, provide a summary total, and keep recipient receipts on file for any giving instances of \$250 or more. YES ___ NO ___

Any non-monetary charitable contributions? If yes, provide a summary total. If the total is greater than \$500, provide receipts showing recipient, address, and item descriptions as well. Provide Form 1098-C if vehicle donated. YES ___ NO ___

Any significant medical costs paid out-of-pocket (generally greater than 7.5% of your income)? If yes, provide subtotals by type of medical cost. If you're self-employed covered under your own plan, provide the premiums total. YES ___ NO ___

Any estimated taxes paid? If yes, provide a list of dates paid, amounts, and payees. YES ___ NO ___

Any student loan interest? If yes, provide Form 1098-E.

Any alimony paid? If yes, provide a total of the amount paid, and the recipient's SSN. YES ___ NO ___

Any energy-efficient improvements to your house (windows, insulation, heater/AC, and similar)? If yes, provide subtotals of the amounts paid by improvement type. YES ___ NO ___

Any health insurance coverage? If yes, provide Form 1095-A/B/C. YES ___ NO ___

Any other items you think may reduce your taxes? If yes, provide details for further discussion. (Includes out-of-pocket teacher expenses, unreimbursed partnership expenses, etc.) YES ___ NO ___

Rental Activity

Any rents received from tenants? If yes, provide Form 1099-MISC if received from tenant or property manager. YES ___ NO ___

Any rental expenses? If yes, provide financial summaries from property managers if any, Forms 1098 from banks for mortgage interest, and your own financial summary. YES ___ NO ___

Any significant rental improvements? If yes, be sure to list separately larger equipment purchases, remodeling, and similar so we can evaluate for proper categorization. YES ___ NO ___