

# Tax Prep Documents Checklist for 2024 Tax Returns

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## Personal Information

- \_\_\_\_\_ Last year's tax return, *if you are a new client.*
- \_\_\_\_\_ Name, address, SSN and DOB for yourself, spouse, and dependents, *if not on file with us.*
- \_\_\_\_\_ If you moved, when?
- \_\_\_\_\_ Banking Information, *if Direct Deposit Refund/Payment AND different from last year.*
- \_\_\_\_\_ Proof of Health Insurance, 1099-HC or 1095-A *(Nothing Needed for Medicare)*
- \_\_\_\_\_ Foreign Bank Accounts (Bank Name & Address)
- \_\_\_\_\_ Identity Protection Pin Letter (If Obtained)

## Income Data (where applicable)

- \_\_\_\_\_ Wages, salaries, tips, etc. (W-2)
- \_\_\_\_\_ Interest and/or Dividend Income (1099-INT/DIV)
- \_\_\_\_\_ IRA, Pension & Annuity Distributions (1099-R)
- \_\_\_\_\_ Lump Sum Retirement Distr/Rollover (1099-R)
- \_\_\_\_\_ Social Security Benefit Statement (SSA-1099)
- \_\_\_\_\_ Home Sold/Bought (Settlement Stmt/1099-S)
- \_\_\_\_\_ Prior year installment sale info (Form 6252)
- \_\_\_\_\_ Stock or Bond Activity (1099-B)
- \_\_\_\_\_ Digital Currency/Assets Transactions
- \_\_\_\_\_ State/Local Refund/Credit/Offset (1099-G)
- \_\_\_\_\_ Alimony Received (& Agreement Date)
- \_\_\_\_\_ Other Income (1099-MISC)
- \_\_\_\_\_ Small Business Income (Schedule C) (1099-NEC)
- \_\_\_\_\_ Electronic Transactions (1099-K) (Venmo, PayPal)
- \_\_\_\_\_ Rental Property Income (Schedule E)
- \_\_\_\_\_ Farm Income (Schedule F)
- \_\_\_\_\_ Unemployment Compensation (1099-G)
- \_\_\_\_\_ Gambling/Lottery Wins & Losses/ Prizes (W-2G)
- \_\_\_\_\_ Cancellation of Debt (1099-C)
- \_\_\_\_\_ Foreign Income
- \_\_\_\_\_ Partnership/S-Corp/Trust Estate Income (K-1's)
- \_\_\_\_\_ All other income: Jury Duty, Barter, etc. . .

## Expense Data (where applicable)

- \_\_\_\_\_ Educator Expenses
- \_\_\_\_\_ HSA Contrib (5498-SA)/Distributions (1099-SA)
- \_\_\_\_\_ Self-employed SEP, SIMPLE & qualified plans
- \_\_\_\_\_ Self-employed Health Insurance costs
- \_\_\_\_\_ Alimony Paid (Recipient's SSN & Agreement Dt)
- \_\_\_\_\_ Student Loan Interest (Form 1098-E)
- \_\_\_\_\_ Tuition Costs/Books & Supplies (1098-T)
- \_\_\_\_\_ Dependent Care Costs & Provider Name, Address, Tax ID/SSN *if different from last year.*
- \_\_\_\_\_ Adoption Expenses
- \_\_\_\_\_ Roth/Traditional IRA Contributions
- \_\_\_\_\_ Energy Efficient Home Improvements (Solar)
- \_\_\_\_\_ Purchase of Electric Vehicle
- \_\_\_\_\_ Est Tax Payments to Fed/State and Dates Paid

## (Schedule A Deductible Expenses for Itemizing)

- \_\_\_\_\_ Medical/Dental Expenses
- \_\_\_\_\_ State/Local Income Taxes or General Sales Taxes
- \_\_\_\_\_ Real Estate Taxes
- \_\_\_\_\_ MA Vehicle Excise Tax or NH Local Municipal Portion of Vehicle Registration Fee
- \_\_\_\_\_ Paid Sales Tax on large purchase: vehicle/boat
- \_\_\_\_\_ Mortgage/Home Equity Loan Interest (1098)
- \_\_\_\_\_ Charitable Contributions Cash/Non-Cash
- \_\_\_\_\_ Uninsured casualty and theft losses from federally declared disaster.

## Expense Data (unique to Massachusetts)

- \_\_\_\_\_ 529 College Savings Plan Contributions
- \_\_\_\_\_ MA rent paid with Name & Address of Landlord
- \_\_\_\_\_ Septic & Lead Paint Compliance Expenses
- \_\_\_\_\_ MA Commuter Rail and/or Fast Pass Tolls
- \_\_\_\_\_ if over 65 year of age, MA Primary Residence Water/Sewer Bills & Real Estate Tax Bills