New Client Tax Checklist

Please check the items you are providing for your 2023 tax return.

Upload this checklist, along with your documents, to your Client Xchange Portal.

Miscellaneous Items

- ☐ Tax returns for previous year and any amendments
- ☐ Copy of driver's license
- ☐ SSN – if full number is not on previous tax returns
- ☐ Bank info (routing #, account #, type) if direct deposit or debit is desired
- ☐ Dependents' SSN, DOB, & relationship to taxpayer
- ☐ Tax notices from IRS, State, City
- ☐ Estimated tax payments
- ☐ Health insurance statements (1095-A, 1095-B, 1095-C)

Employee Information

- ☐ Forms W-2, Wage and Tax Statement:
  # of W-2 s provided for: Taxpayer _____ Spouse ______

Retirement Income

- ☐ Pension/IRA/annuity income (1099-R)
- ☐ Social security income (SSA-1099)

Other Income

- ☐ Non-employee compensation (1099-NEC)
  # of 1099-NECs provided for: Taxpayer _____ Spouse _____
- ☐ Unemployment income (1099-G)
- ☐ State and local tax refunds (1099-G)
- ☐ Gambling income (W-2G)
  (also provide gambling expense records to offset income)
- ☐ Debt cancellation (1099-C, 1099-A)
- ☐ Miscellaneous Income (1099-MISC, 1099-K)
- ☐ Partnerships, S-Corps, Estates, Trusts income (K-1)
- ☐ Disability income (SSA-1099)
- ☐ Tip income (if not already reported)

State & Local Taxes

- ☐ Vehicle registration fees paid: $_________
  (please maintain records, but do not provide)

K-12 Educators

- ☐ Unreimbursed classroom expenses: $__________
  (please maintain receipts, but do not provide)

Charitable Donations

- ☐ Receipts/letters from charities for **all cash donations**
- ☐ Receipts/letters for **non-cash** charitable donations*
  ***Must provide the following:** 1. name of charity, 2. date of donation, 3. description of donation, 4. amount donated, & 5. estimated original cost of the donation.

Charitable Miles

- ☐ Miles driven for charity work:
  (please maintain mileage log, but do not provide)

  # of miles ______ Charity name: _________________

  # of miles ______ Charity name: _________________

Savings, Investments, & Other Accounts

- ☐ Interest income (1099-INT)
- ☐ Dividend income (1099-DIV)
- ☐ Stock sales (1099-B)
- ☐ Real-estate sales/Capital gains (1099-S)
- ☐ Health Savings Account (1099-SA, 5498-SA)
- ☐ Long-term care payments (1099-LTC)
- ☐ Able account contributions (5498-QA)
- ☐ IRA year-end statement (showing total amount contributed and beginning & ending balances)

Self-Employed Information

- ☐ Electronic records of business income and expenses - (i.e., Ivy Accounting Services' Small Business Organizer, QuickBooks, Excel, etc.)

Rental Property Income

- ☐ Electronic records of rental income and expenses - (i.e., Ivy Accounting Services' Rental Organizer, QuickBooks, Excel, etc)

Home Ownership

- ☐ Form 1098 or other mortgage interest statements
- ☐ Property tax statements (even if you escrowed)
- ☐ Sale of real estate (provide closing statement or settlement sheet)

Education Items

- ☐ Student loan interest (Form 1098-E)
- ☐ Tuition statement (Form 1098-T)
- ☐ Records of any taxable scholarships/fellowships

Child & Dependent Care

- ☐ Provider statements (must include provider tax ID # and address)

Other

- ☐ Other docs: ____________________________________
- ☐ Other docs: ____________________________________
- ☐ Other docs: ____________________________________
- ☐ Other docs: ____________________________________

Notes to Preparer: