Tax Checklist

Please check off the items you are providing for your 2023 tax return.
Upload this checklist, along with your documents, to your Client Xchange Portal.

Miscellaneous Items

- [ ] Updated driver's license issue/exp dates - if expired or reissued since last tax return
- [ ] Changes to bank info (routing #, account #, type) if direct deposit/debit is desired
- [ ] New dependents' DOB & SSN
- [ ] 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: