

## TAX PREPARATION CHECKLIST (OPTIONAL)

INCOME TAX RETURN SPECIALISTS

Taxpayer name	Contact #
Spouse name (if	applicable)
Check all that ap	oply. If submitting multiples of one form, indicate how many next to the corresponding checkbox.
	Individual Intake Form
\	W-2 Form for salaried workers. Provide one for each employer you and your spouse worked for
:	1099-NEC for clients who paid individuals for services but not classified as employees
!	Self-Employed Income and Expense Sheet for freelance workers
	Rental Income and Expense Sheet
	1099-G if you received unemployment compensation
	1099-SA Social Security for clients and spouses who are retired and receiving social security
:	1099-R for withdrawals from pension income, IRA, Roth IRA, annuity, or life insurance
	W-2G for gambling winnings from casino or lottery
:	1099-INT if you received interest income from a savings account or checking account
	1099-DIV if you received dividends
:	1099-B if you sold stocks, bonds, mutual funds or crypto currency (please provide cost basis)
:	1099-S if you sold personal residence or rental property
!	5498 if you contributed to a retirement account
[] :	1095-A if you acquired healthcare through Obamacare marketplace
	1099-SA and 5498-SA if you have an HSA
	1098-E for student loan interest
[] :	1098-T for tuition paid
	1098 for mortgage interest
!	529 please specify which plan and how much per child in space below.
	Childcare expenses? Provide details of childcare provider (name, address, tax ID and \$ amount per child) in space below.
	Did you move one or more times in the last year? Please provide move dates in space below.
Lico the space be	clay to systemize any other items for your return
Ose the space be	elow to customize any other items for your return.