



2023 Information Checklist

This is a list of the most common items we'll need to complete your returns. We'll call you if we need anything else.

If uploading to the SmartVault client portal, please use PDF format for all documents if possible. If sending documents by email, please exercise data safety and use the ShareFile link from the email footer of any of our staff members - We're looking out for the privacy and safety of your information!

Signed Annual Engagement Letter (MANDATORY)

Completed Taxpayer Questionnaire (MANDATORY)

All tax return packets, mailing labels and correspondence sent to you by the various taxing agencies

All W-2's

All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, gambling winnings, cancellation of debt, credit and debit card transactions, etc.

All 1094 and 1095 forms related to health care transactions

All income tax information for children if you want us to prepare their required returns

Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid

Total of charitable contributions, and details for any non-cash contributions over \$500. All contributions must have receipts.

Copies of all LLC, Partnership or S-Corporation K-1's (send separately later if everything else is ready, and let us know it's coming)

If you bought, sold or refinanced real estate, then the 2-page HUD closing statement for each transaction

If you sold stock or virtual currency, we need the sales price and basis information if not provided by the broker or on Form 1099

If you are claiming vehicle mileage as a deduction for business, farm or rental properties, please provide: total miles, commuting miles, and business miles driven

If you are deducting actual vehicle expenses, please provide: date of purchase (or lease), purchase price (or leased fair value) and all vehicle expenses such as lease payments, gas, car washes, licenses, insurance, tires, repairs, etc.

Copies of any federal, state or local tax correspondence received during the year

The dates and amounts paid for all estimated tax payments for 2022 and the amount of all refunds, rebates or stimulus payments received

All legal documents regarding formation, sale or purchase of a business during the year

All legal documents for divorce decrees

Voided check (not deposit ticket) for account where refunds should be direct deposited (optional)

All gambling income and loss records

New clients: copies of prior year federal, state and local returns and depreciation schedules if applicable.

Thank you for the opportunity to provide you with awesome service.

Did you know you can scan documents using your smartphone? iPhones and Androids have a scan feature within the Notes application. Geared specifically for scanning paper documents, this feature allows users to take legible pictures of document text, much clearer than the standard camera which can sometimes blur the outer edges of the image.