Ridler Investment & Tax Advisory, Ltd.

Personal Income Tax Preparation Client Checklist

Personal Information

- Current & previous address if moved during tax year (and date of move)
- Phone numbers and email addresses for you and your spouse
- Social Security numbers and dates of birth for you, your spouse, and your dependents (relationship status required)
- Copy of last year's return for you and your spouse (New clients only)
- Bank account number and routing number (if direct deposit of any refund is desired)

Income Information (not all forms may apply)

- W-2 forms for you and your spouse
- W-2G forms (for gambling/lottery winnings)
- 1099-C forms (for cancelation of debt)
- 1099-G forms (for unemployment or state/local tax refunds)
- 1099-INT forms (for interest income received)
- 1099-DIV forms (for dividend and other income received)
- 1099-B forms (for proceeds from broker and barter exchange transactions)
- Schedule K-1 (Form 1065 – for partner's share of income, deductions, credits, etc.)
- 1099-K forms (for payments/network transactions received)
- 1099-NEC forms (for independent contractor work)
- 1099-R forms (for IRA/pension/401(K) distributions)
- 1099-S forms (sale of real estate property)
- Alimony received (for divorces executed after 2019)
- Business income & expenses (for Schedule C)
- Rental property income & expenses (for Schedule E)
- Jury Duty

Adjustments to Income / Deductions & Credits

- Federal/state/local estimated taxes
- Childcare expenses
- Alimony paid (divorces executed prior to 2019)
- 1098-E forms (for student loan interest paid)
- 1098-T forms (for tuition paid for college/university-level courses)
- Teachers only: receipts for expenses paid for classroom supplies (up to $300)
- IRA or other retirement account contributions
- Energy efficient home improvements (certain restrictions apply – ask your tax preparer for more information)
- Common Schedule A (itemized) deductions – <u>*Taken only if they add up to more than your standard deduction*</u>*:*
    - Charitable donations (receipts for cash and property donations required)
    - Medical and dental expenses (restrictions apply)
    - Medical care mileage
    - State/local income taxes
    - Real estate taxes
    - Health insurance premiums (restrictions apply)
    - Gambling losses (only allowed to offset winnings)

Information about virtual currency and foreign bank account holdings, if applicable, will be required at time of appointment.