This checklist should be used as a guide to help you organize your income tax preparation documents for us to prepare your return in an efficient manner. The Internal Revenue Service matches information returns/forms with amounts reported on tax returns. A negligence penalty may be assessed when income is underreported or when deductions are overstated.

Third parties send information to the Internal Revenue Service that are also mailed/delivered to the taxpayers in an envelope clearly marked “IMPORTANT TAX DOCUMENTS ENCLOSED.” Such documents should be submitted with this organizer.

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| ⎕ W-2 (Wages) | ⎕ 1095A – Health Insurance Marketplace Statement |
| ⎕ 1099-R (Retirement) | ⎕ Advance Premium Tax Credit for your health insurance |
| ⎕ 1099-INT (Interest) | ⎕ Schedule K-1 (from Forms 1065, 1120S, 1041) |
| ⎕ 1099-DIV (Dividends) | ⎕ Form HUD-1 for Real Estate Sales/Purchases |
| ⎕ 1099-B (Brokerage Sales) | ⎕ Medical expenses, separating insurance premiums & mileage |
| ⎕ 1099-MISC | ⎕ Health Savings Account contributions |
| ⎕ Social Security Benefits 1099-SSA | ⎕ Charitable Contributions - cash  |
| ⎕ 1099-SA (HSA distributions) | ⎕ Charitable Contributions – non-cash (with Organization name, address, description of donation and dollar value) |
| ⎕ 1099 (any other) | ⎕ Mortgage Interest |
| ⎕ 1098-T (Education) | ⎕ Real Estate Taxes Paid |
| ⎕ Child Care Expenses  | ⎕ Vehicle Registration Paid |
| ⎕ Annual Brokerage Statements | ⎕ Educational Expenses (tuition, room/board, fees, books, etc.) |
| ⎕ 8886, Reportable transactions | ⎕ Educational account contributions (ESA, 529, etc.) |
| ⎕ Contributions to Retirement Plans | ⎕ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ⎕ Crypto currency transactions  | ⎕ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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***Please return this checklist with the signed copy of the engagement letter explaining the services we will provide to you.***