

TAX PREP - QUICK LIST

The following things are **required**.

- ✓ **Organizer Worksheets** *These are the worksheets you fill out for your tax preparer*
 - Organizer #1 – Primary
 - Organizer #2 – Intake Questions
 - Other worksheets as directed by Organizer #2
 - Organizer #3 – Letter of Engagement
 - Additional information required or determined by your unique tax preparation needs
 - Additional information as directed by your tax preparer
- ✓ **Income & Tax Documents** *Including but not limited to:*
 - W-2s
 - 1099s
 - 1099-B (Broker) Reports sales of sales of stocks, bonds, mutual funds, commodities, and securities, etc. as well as for certain types of barter transactions)
 - 1099-C (Cancellation of debt)
 - 1099-DIV (Dividend & Distribution)
 - 1099-G (Government Payments) Most commonly seen but not limited to when issued for Unemployment and state tax refunds
 - 1099-INT (Interest)
 - 1099-MISC (Miscellaneous)
 - 1099-NEC (Non-Employee Compensation) Income earned as an independent contractor (you were not an “employee” paid on a W-2)
 - 1099-R (Retirement) Distributions from IRAs, pensions, retirement & profit-sharing plans, 401-Ks, etc.
 - 1099-S (Sale) Real estate transactions
 - 1099-SA (Savings Account - Medical) Reports money distributed out of HSA & MSA medical savings accounts (there is no document for FSAs)
 - 1099-SSA (Social Security Administration) Reports money paid by the Social Security Administration
 - 1099-K (Payment Card & Third-Party Network Transactions) Is **NOT** an “income document” but instead is a **transactions** report. Because it is a transactions report, it is possible that not all of the money on the 1099-K is “income.” Report any 1099-K money that is “income” to you on our CASH INCOME worksheet. Do **NOT** send us your 1099-K
 - Mortgage Interest statements (1098)
 - Student Loan (1098-E)
 - Tuition (1098-T)
 - K-1s Issued to partners, shareholders, and investors
 - 1095-A (ACA–Affordable Healthcare Act coverage for health care through the Marketplace, Exchange – “Obamacare”)
 - 1095-B or C (Health care coverage)
 - Documents received indicating that you were paid benefits during the year (i.e., Stimulus Payments, Child Tax Credits, etc.)
 - Other items that show or report some type of income, tax reporting event, and or taxes paid/withheld

RECEIPTS - DO NOT SEND RECEIPTS OF ANY KIND. IF THEY ARE NEEDED, YOUR PREPARER WILL ASK FOR THEM. THIS INCLUDES CHARITY – DO NOT SEND
If in doubt, check first with your preparer before you send receipts

- ✓ **Identification**
 - Driver License or Identification card - **FRONT & BACK** (you must provide this **every year**)
 - U.S. state issued; if you do not have a U.S. state-issued DL/ID, discuss with your preparer (passports are not acceptable)
 - Social Security Card (must be included **the first time you use our service**)
- ✓ **Payment of Invoice**
 - Payment in full of our invoice, **will be required** when you are presented with the completed return
 - Less any deposits or down payments you may have made or that we required
 - Your payment in full will be required **BEFORE your return will be filed**
 - We do NOT offer any ability to have your invoice payment withheld from your refund

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