PRE-APPOINTMENT CHECKLIST for *Individuals*

Use this checklist to ensure you've gathered all your tax information and to identify any questions you want to ask. NOTE: At the end, there's a custom list of your tax documents from last year as an additional aid.

GENERAL

☐ Any *changes* to your mailing address, cell/home/work numbers, or e-mail addresses? – mention during your tax interview.

☐ Any *new dependents* to add? – have ready legal name, date of birth, and SSN. (Congratulations by the way.) :)

☐ Any *dependents* from last year *to remove*? – mention during your tax interview.

☐ Any *new bank accounts* to use for direct deposit of refunds? – have ready the routing & account number (or a check from the account).

INDIVIDUAL ADDITIONS

☐ Any *wages*? – upload Forms W-2 from each employer.

☐ Any *special employer compensation*? – upload explanatory letters from your employer (e.g., subsidized moving costs, exercised stock options, etc.)

☐ Any *independent contractor* compensation? – upload Forms 1099-NEC from each payer.

☐ Any *retirement plan withdrawals*? – upload Forms 1099-R from each retirement plan, and note the amount of any 'Qualified Charitable Distributions' made.

☐ Any *IRA withdrawals* from accounts in which you have "basis" (i.e., already taxed monies)? – upload Forms 5498 for all IRA accounts (or the previous year's ending account balance for all IRA accounts).

☐ Any *Social Security benefits*? – upload From SSA-1099 for each recipient.

☐ Any *interest income* over $10 from bank accounts? – upload Forms 1099-INT from each bank.

☐ Any *dividend income* over $10 on investment accounts? – upload Forms 1099-DIV from each financial institution.

☐ Any *sales of investments*? – upload Forms 1099-B from each financial institution. Look for any missing purchase dates and/or purchase prices for sales made & try to locate before your tax interview.

☐ Any material *online payment activity* (e.g., PayPal, Venmo)? – upload Forms 1099-K if received.

☐ Any *state refund* received? – upload Forms 1099-G from each applicable state.

☐ Any *unemployment compensation*? – upload Forms 1099-G from each applicable state.

☐ Any *gambling winnings*? – upload Forms W-2G for each winning. Also bring a summary of all gambling losses for the year.

☐ Any ownership interests in *partnerships, S-Corporations, or trusts*? – upload Schedule K-1 for each interest.

☐ Any withdrawals from *college savings plans*? – upload Forms 1099-Q for each account and subtotals of each category the funds were used toward qualified educational expenses (e.g., tuition, books, housing, etc.).

☐ Any withdrawals from *Health Savings Accounts*? – upload Forms 1099-SA for each account.

☐ Any *alimony* received? – provide the total amount received and the payer's SSN (if not already on file).

☐ Any income received in a *foreign country*? – gather details and describe during your tax interview.

☐ Any level of connection to *financial accounts overseas*? – gather details of account type, amounts, income earned, etc. and describe during your tax interview to clarify what, if any, reporting may be required.

☐ Any *bitcoin or cryptocurrency* activity? – gather details of amounts, income earned, etc. and describe during your tax interview to clarify what, if any, reporting may be required. (Some institutions may provide a 1099-DIV/ INT/ B.)

☐ Any *other income* or tax form received (including debt cancellation)? – gather details and mention during your tax interview.

Individual Subtractions

☐ Any *childcare* paid? – upload provider name, address, tax ID, and amount paid per child.

☐ Any higher education *tuition paid*? – upload Form 1098-T from each educational institution, plus amounts for books and other qualified education expenses.

☐ Any *contributions into IRA's* (Traditional, Roth, SEP, SIMPLE, etc.)? – upload Form 5498 if available, or total amounts contributed into each account.

☐ Any contributions into *Health Savings Accounts*? – upload Form 5498-SA.

☐ Any contributions into home state *college savings plans*? – upload a summary of amounts contributed per child per account.

☐ Any *real estate owned/ purchased/ sold/ refinanced*? – upload Form 1098 for any mortgage; a list of real estate taxes paid by property; and copies of settlement statements for any purchases, sales, or refinances.

☐ Any *monetary charitable contributions*? – tally a grand total to provide during your tax interview, plus keep receipts on file for any giving instances of $250 or more.

☐ Any *non-monetary charitable contributions*? – tally a grand total to provide during your tax interview, and if greater than $500, upload the receipts showing recipient, address, date, value, and item descriptions. (Example values can be found at http://satruck.org/donation-value-guide.) Upload Form 1098-C if vehicle donated.

☐ Any *significant medical costs* paid out-of-pocket (generally greater than 7.5% of your income)? – tally subtotals by type of medical cost. If you're self-employed covered under your own plan, tally the health premiums total to provide.

☐ Any *estimated taxes* paid? – upload a list of dates paid, amounts, and payees (separate itemization is needed)

☐ Any *student loan interest*? – upload Form 1098-E.

☐ Any *alimony paid*? – tally a total of the amount paid, and have the recipient's SSN if not already on file

☐ Any *solar/ wind/ geothermal improvements* to your house? – upload subtotals paid by improvement type.

☐ Any *windows/ doors/ insulation/ heat pump/ energy audit* to your house? – upload subtotals paid by improvement type. (Note: Even if you've previously hit the lifetime max, new rules allow these for 2023.)

☐ Any purchase of *a new or used electric vehicle*? – upload the dealership report & purchase statement.

☐ Any *government subsidized health insurance*? – upload Form 1095-A.

☐ Any *other items* you think may reduce your taxes? – gather details and mention during your tax interview (Could include volunteer expenses, un-reimbursed partnership expenses, special state deductions, etc.)

RENTAL ACTIVITY

☐ Any *rents received* from tenants? – bring Form 1099-MISC if received from property manager or other.

☐ Any *rental expenses*? – bring financial summaries from property managers if any, your own financial summary if not, plus Forms 1098 from banks for mortgage interest and real estate taxes (rental worksheets are available on our Insights Blog if helpful).

☐ Any significant *rental improvements*? – be sure to separately list larger equipment purchases, remodeling, and similar so we can evaluate for proper categorization.

BUSINESS ACTIVITY *(see separate checklist included here and also available on our Insights Blog at elements.cpa)*

Before your appointment, upload your tax documents to your e-Cabinet
into the folder labeled "Upload Files Here"
in order to avoid running out of time or even the need to reschedule your appointment

Questions / Comments