



PERSONAL INCOME TAX CHECKLIST – 2021 TAX SEASON

PLEASE USE THIS CHECKLIST TO ENSURE THAT YOUR PREPARER OBTAINS ALL YOUR DOCUMENTS NEEDED TO COMPLETE YOUR TAXES ACCURATELY AND QUICKLY

Personal Data

- Please complete our N7 Tax Questionnaire.
- Social Security Numbers (including spouse and children) Child care provider Tax I.D. or Social Security Number and address
- If IRS supplied you with Security PIN, please provide current ID PIN Notice.

Income Data & Economic Payments

- EIP1 and EIP 2 (Economic Impact Payment First & Second 'Stimulus Check' Received)*

****Visit IRS to view your amounts:** <https://www.irs.gov/payments/view-your-tax-account>**

FIRST STIMULUS: \$ _____ SECOND STIMULUS: \$ _____

- W-2 Forms
- Unemployment Income**
- Pensions and annuities
- Partnership and trust income
- Alimony received
- Jury duty pay
- State and local income tax refund
- Scholarships and fellowships
- Prizes and awards
- Gambling and lottery winnings

Financial Assets and Liabilities

- Interest Income Statements (form 1099-INT & 1099-OID)
- Dividend Income Statements (form 1099-DN)
- Tax refunds and unemployment compensation (form 1099-G)
- Proceeds from broker transactions (form 1099-B)
- Miscellaneous income (form 1099-MISC)
- Retirement plan distributions (form 1099-R)
- Student loan interest paid
- Early withdrawal penalties on CDs

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Home and Rental Property Data

- Mortgage interest (form 1098)
- Home equity loan interest
- Real estate taxes paid
- Sale of your home or other real estate (form 1099-S)
- Rental property income
- Rental property expenses

Self-Employment Data

- K-1's on all partnerships
- Receipts and documentation for all business related expenses
- Farm income
- Auto mileage log
- Home office square footage

Expense Documentation

- Charitable donations
- Unreimbursed business or volunteer work expenses
- Child care expenses
- Alimony paid
- Tax Return preparation fees
- Investment expenses
- Education expenses
- Job-hunting expenses
- Adoption expenses
- Moving expenses
- Medical expenses

Deductions

- IRA, SEP, SIMPLE and other retirement plan contributions
- Casualty and theft losses
- Medical Savings Accounts
- Energy Credit Expenditures

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Year-End Items Needed for Tax Return Preparation

Business or Schedule C Filers

- Accountants Review Copy of your QuickBooks File (or your manual check registers and records if not using QuickBooks)
- Year-end bank statements for all open accounts, reconciled to books
- Year-end credit card statements for all open accounts, reconciled to books
- Year-end loan statements for all loans outstanding during year
- Last four Quarterly Sales Tax Returns filed (or last one if Annual filer)

If You Have Payroll for your Business:

- 941's and NYS-45's for all Four Quarters
- 940
- W-3
- Any notices received
- Invoices for any large assets purchased
- All year-end tax documents (1099's etc.)
- Any IRS or State notices received.
- Auto mileage (if applicable):
 - Description of each vehicle used (model, make and year)
 - Total mileage for the year (all miles including personal)
 - Number of miles that are Business Miles for the year.

Business Use of Home (if applicable):

- Total square footage of home
- Square footage of space dedicated to office use only
- Mortgage Interest and Taxes (or Rent) paid for the year
- Utilities (not including phone)
- Repairs and maintenance
- Trash service
- Insurance