HUERTA INCOME TAX

Tax Preparation Check List

Your Key to a Better Return !

DOCUMENTS OR INFORMATION REQUIRED FOR YOUR TAX PREPARATION

- ☐ 1- Health insurance verification document for all persons listed on the tax return - FORM 1095, (A, B or C).
- ☐ 2- Stimulus payment - IRS Notice 1444-C.
- ☐ 3- Advanced Child Credit Payment - IRS Letter 6419.
- ☐ 4- Government issued picture identification (Drivers license/ID) for self and spouse. **APPLIES TO NEW CLIENTS ONLY.**
- ☐ 5- Social Security cards and date(s) of birth for you, your spouse and dependents. **APPLIES TO NEW CLIENTS ONLY.**

1 - FORM 1095 - Must reflect all persons listed on the return with the same address or several forms presented. If form(s) is not presented a penalty may be assessed and would need to provide additional documentation to verify dependents residing with the tax payer e.g. school records, medical records etc.)
2 and 3- FORMS 1444-C and 6419- Must present document. May also provide the amount received however the refund may be delayed or incorrect if inaccurate information is provided.

INCOME INFORMATION

- ☐ W2 forms for you and your spouse.
- ☐ Copy of previous year tax return. (Helpful for new clients, not needed if we prepared your taxes last year).
- ☐ Bank Account and routing number if you want direct deposit or tax payment from your account.
- ☐ 1099-INT, 1099-DIV, 1099-B, or K-1s for investment or interest income.
- ☐ 1099-G forms for unemployment income, or state or local tax refunds.
- ☐ SSA-1099 for Social Security benefits received.
- ☐ 1099-R Form for payments/distributions from IRAs or retirement plans.
- ☐ 1099-C forms for cancellation of debt.
- ☐ 1099-NEC or 1099-MISC forms for you and your spouse for independent contractor work (Uber,Lyft, Doordash etc.).
- ☐ All other 1099 or 1098's received.
- ☐ Alimony received.
- ☐ Business income - Provide income/expense statement. See Business Center for more information.
- ☐ Rental property income and expenses: Provide income/expense statement. See Business Center for more information.
- ☐ Miscellaneous income: jury duty, gambling winnings, Medical Savings Account, scholarships, etc.
- ☐ Estimated tax payments made during the year (self-employed).

ADJUSTMENTS TO INCOME

- ☐ 1098-E Form for student loan interest paid (or loan statements for student loans).
- ☐ For teachers, amount paid for classroom supplies.
- ☐ Records of IRA contributions made during the year.
- ☐ Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.).
- ☐ Records of Medical Savings Account (MSA) contributions.
- ☐ Self-employed health insurance payment records.
- ☐ Alimony paid.
- ☐ Keogh, SEP, SIMPLE, and other self-employed pension plans.

DEDUCTIONS AND CREDITS

- ☐ 1098-T Form or school statement for education costs, tuition, books and required supplies.
- ☐ Child care costs: provider’s name, phone, address, amount paid, tax ID or social security number.
- ☐ Adoption costs - SSN of child; records of legal, medical and transportation costs.
- ☐ All other pertinent tax documents.

IF YOU ITEMIZE DEUCTIONS *

- ☐ Medical and dental expense records. (If they exceed 7.5% of your income).
- ☐ Real estate taxes paid.
- ☐ Vehicle license fees based on value of vehicle.
- ☐ Forms 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid.
- ☐ Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven and out-of-pocket expenses.

** Note - due to the 2018 tax reform and increase to the standard deduction less taxpayers will be able to itemize. In order to itemize total deductions must exceed the following amounts based on filing status.

Single - $12,550
Head of Household - $18,800
Married - $25,100

This is a general list of frequent documents provided by most tax payers. It is not intended to provide personalized tax, investment, legal or other business and professional advice. Additional information may be requested when your tax return is prepared.

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