WORKSHEET

Tax Appointment Preparation

CLIENT INFORMATION

- ☐ Social Security numbers & dates of birth for all taxpayers and dependents
- ☐ Bank account and routing numbers for direct deposit or payment
- ☐ Copies of prior two years' tax returns (new clients)
- ☐ Identity Protection PIN - issued by IRS annually (if applicable)

INCOME DOCUMENTS

- ☐ W-2s and year-end paystubs
- ☐ Interest income (1099-INT, 1099-OID)
- ☐ Dividend income (1099-DIV)
- ☐ Investment account consolidated tax form (1099-B)
- ☐ Retirement, pension, and annuity income (1099-R)
- ☐ Social Security benefits (SSA-1099)
- ☐ State tax refunds and unemployment (1099-G)
- ☐ Gambling and lottery winnings (W-2G)
- ☐ Miscellaneous income - prizes, awards, scholarships, or other taxable income (1099-MISC)
- ☐ Disability income
- ☐ Education savings distributions (1099-Q)
- ☐ Sale of home or other real estate (1099-S)

SELF-EMPLOYED, BUSINESS, & RENTAL

- ☐ 1099-NEC and 1099-K forms
- ☐ Profit & loss statement and expense records
- ☐ Vehicle mileage log
- ☐ Equipment and asset purchases
- ☐ Rental income and expense summary
- ☐ Mortgage and property tax statements for rentals
- ☐ K-1s from partnerships, S-corps, or trusts

DEDUCTIONS & CREDITS

- ☐ Mortgage interest- all properties (1098)
- ☐ Property tax statements - all properties
- ☐ DMV Registration Fees or last 5 of VIN & license plate
- ☐ Charitable contribution receipts (cash and non-cash)
- ☐ Medical and dental expenses
- ☐ Health insurance premiums (if self-employed)
- ☐ Retirement contributions (IRA, Roth, SEP, SIMPLE, 5498 if available)
- ☐ Student loan interest (1098-E)
- ☐ College tuition and education expenses (1098-T)
- ☐ Dependent care expenses and year-end statement
- ☐ Energy-efficient home improvements
- ☐ Adoption expenses
- ☐ Disaster or casualty loss documentation
- ☐ Prior-year carryovers

HEALTH INSURANCE

- ☐ Proof of health insurance coverage (1095-A, 1095-B, or 1095-C)

NO TAX ON OVERTIME, TIPS, CAR LOAN INTEREST

- ☐ Payroll records to calculate "Qualified Overtime"
- ☐ Payroll records to calculate "Qualified Tips"
- ☐ Interest paid on new car loan (lender statement) and VIN

INVESTMENTS & RETIREMENT ACTIVITY

- ☐ Investment account tax forms (1099s)
- ☐ Crypto sale reports with cost basis
- ☐ Retirement distributions
- ☐ Roth conversions
- ☐ Annuity year-end statements
- ☐ Closing Disclosure for all real estate transactions

LIFE CHANGES THIS YEAR

- ☐ Marriage, divorce, or separation
- ☐ Modification of divorce
- ☐ New child or dependent
- ☐ Home purchase or sale
- ☐ New job or job change
- ☐ Business started or closed
- ☐ Moved to a new state
- ☐ Inheritance or large gifts
- ☐ Bankruptcy

IMPORTANT REMINDERS

- Upload all documents to your secure client portal in SmartVault
- If you are unsure whether something applies, include it anyway
- Complex planning scenarios may be billed separately from tax preparation

Notes: ______________________________

Download job related & tax worksheets from our tax center at www.summitfinancial1.com

SUMMIT FINANCIAL GROUP
Comprehensive wealth management advisors offering personalized service, including:

- Tax Planning & Preparation
- Investment Choices including: Mutual funds, Stocks, & Bonds, IRAs & Pensions, Fee Based Asset Management, Life, Disability & Long Term Care Insurance, Retirement & Estate Planning, Trust Services*, and College Cost Planning & Savings

SUMMIT FINANCIAL

tel/fax: 619.698.9760 *email:* info@summitfinancial1.com
9340 Fuerte Drive, Suite 207, La Mesa, CA 91941
www.summitfinancial1.com