

Tax Prep Documents Checklist for 2023 Tax Returns

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Personal Information

- _____ Last year's tax return, ***if you are a new client.***
- _____ Name, address, SSN and DOB for yourself, spouse, and dependents, ***if not on file with us.***
- _____ Banking Information, ***if Direct Deposit***
- _____ **Refund/Payment AND different from last year.**
- _____ Proof of Health Insurance, 1099-HC or 1095-A **(Nothing Needed for Medicare)**
- _____ Foreign Bank Accounts (Bank Name & Address)

Income Data (where applicable)

- _____ Wages, salaries, tips, etc. (W-2)
- _____ Interest and/or Dividend Income (1099-INT/DIV)
- _____ IRA, Pension & Annuity Distributions (1099-R)
- _____ Lump Sum Retirement Distr/Rollover (1099-R)
- _____ Social Security Benefit Statement (SSA-1099)
- _____ Home Sold/Bought (Settlement Stmt/1099-S)
- _____ Prior year installment sale info (Form 6252)
- _____ Stock or Bond Activity (1099-B)
- _____ Digital Currency/Assets Transactions
- _____ State/Local Refund/Credit/Offset (1099-G)
- _____ Alimony Received (& Agreement Date)
- _____ Other Income (1099-MISC)
- _____ Small Business Income (Schedule C) (1099-NEC)
- _____ Electronic Transactions (1099-K) (Venmo, PayPal)
- _____ Rental Property Income (Schedule E)
- _____ Farm Income (Schedule F)
- _____ Unemployment Compensation (1099-G)
- _____ Gambling/Lottery Wins & Losses/ Prizes (W-2G)
- _____ Cancellation of Debt (1099-C)
- _____ Foreign Income
- _____ Partnership/S-Corp/Trust Estate Income (K-1's)
- _____ All other income: Jury Duty, Barter, etc. . .

Expense Data (where applicable)

- _____ Educator Expenses
- _____ HSA Contrib (5498-SA)/Distributions (1099-SA)
- _____ Self-employed SEP, SIMPLE & qualified plans
- _____ Self-employed Health Insurance costs
- _____ Alimony Paid (Recipient's SSN & Agreement Dt)
- _____ Student Loan Interest (Form 1098-E)
- _____ Tuition Costs/Books & Supplies (1098-T)
- _____ Dependent Care Costs & Provider Name, Address, Tax ID/SSN ***if different from last year.***
- _____ Adoption Expenses
- _____ Roth/Traditional IRA Contributions
- _____ Energy Efficient Home Improvements (Solar)
- _____ Purchase of Electric Vehicle
- _____ Est Tax Payments to Fed/State and Dates Paid

(Schedule A Deductible Expenses for Itemizing)

- _____ Medical/Dental Expenses
- _____ State/Local Income Taxes or General Sales Taxes
- _____ Real Estate Taxes
- _____ MA Vehicle Excise Tax or NH Local Municipal Portion of Vehicle Registration Fee
- _____ Paid Sales Tax on large purchase: vehicle/boat
- _____ Mortgage/Home Equity Loan Interest (1098)
- _____ Charitable Contributions Cash/Non-Cash
- _____ Uninsured casualty and theft losses from federally declared disaster.

Expense Data (unique to Massachusetts)

- _____ 529 College Savings Plan Contributions
- _____ MA rent paid with Name & Address of Landlord
- _____ Septic & Lead Paint Compliance Expenses
- _____ MA Commuter Rail and/or Fast Pass Tolls
- _____ **If over 65 year of age**, MA Primary Residence
- _____ Water/Sewer Bills & Real Estate Tax Bills