



# ADAM TRAYWICK, LLC

Certified Public Accountant

## Individual Income Tax Checklist

To assist us in preparing your tax returns, please gather or complete the following documents:

### Background Info

1. Client profile with complete legal names, social security numbers, birthdays, address, etc.
2. Signed Engagement Letter

### Income

1. W2s if you were employed.
2. 1099s for investments such as bank interest, stock transactions and dividends.
3. Retirement such as 1099-Rs from retirement account, Social Security – 1099SA.
4. Other – Gambling W2-G, Unemployment, Jury Duty, Alimony, 1099-C.
5. K-1s from partnerships or S-Corps or investments.

### Deductions

1. 1098 for Mortgage Interest
2. Charitable Contributions
3. Sales Tax documentation on large purchases (Car, boat, etc.)
4. Property Taxes
5. Medical Expenses
6. Childcare Expenses
7. Education Expenses – Student loans or 1098-T from a college or university plus qualified education expenses.

### Health Care

In addition to the medical expenses listed above, we need to consider:

1. Forms 1095 proving qualified health insurance coverage.
2. HSA account contributions (5498-SA) and distributions (1099-SA).

### Business

1. Summary of income and expenses. If a summary is not available, we need to discuss having a set of books done.

### Rentals

1. Summary of income and expenses.
2. If purchased or sold during the year, we need a copy of the HUD from closing.
3. Breakout of major repairs (foundation, new roof, replace a/c, etc.)

### Other

1. To comply with IRS requirements, we need a copy of your driver's license.
2. If you expect a refund and would like direct deposit or would like to pay any tax owed via ACH, we need a voided check or routing and account information.
3. A copy of your prior year tax return if we did not prepare it.
4. IRS Letters with total amount of Adv. Child Tax Credit & Stimulus payments you received.
5. Any estimated payments you may have paid throughout the year.
6. Due Diligence for Child Tax Credit, Earned Income Credit, or American Opportunity Credit
7. Did you have any crypto currency transactions? If so, we need to report it.