

INDIVIDUAL DOCUMENTS CHECKLIST

Below is a list of important documents that should be submitted to us (or copies of such) with your tax organizer. These can be uploaded to our secure portal, mailed, or brought to our office in person. They should NOT be sent by text or email. Please do not text or email photos of documents.

- If you are a new client, bring a copy of your prior year federal & state return
- W-2 Forms from all employers
- Form 1099 from banks and brokerage firms
- Form 1099-MISC
- Form 1099-R for pensions, IRAs, etc.
- Form 1099-G for gambling winnings AND documents showing any losses
- Form SSA-1099
- Form 1099-Q for distributions from college plans
- Form 1099-SA for distributions from HSA accounts
- Sales or purchase documents for real estate sales
- Form 1098-A annual mortgage interest statement
- Form 1098-E for any other types of interest expense paid
- Form 1098-T for tuition payments
- Form 1098-SA – for Health Savings Account contributions
- Documents relating to a refinance of your mortgage
- Documents relating to a new home equity loan
- Form K-1 for investments in a partnership, S Corporation, trust, or estate
- Form 1095-A for health care coverage purchased through the exchange
- Documents showing Qualified Charitable Donations made from your IRA
- If you have one, IRS Identity Protection PIN Form (6 digit code)
- For donations of noncash items, we need: dates, name of charities, value of items donated
- For contributions to Maryland 529 plans, provide name & SSN of each beneficiary, as well as the year-end statements from the plan
- Name, address, EIN or SSN, and amounts paid for child care if both parents work and child is under age 13
- Letters from charities for all cash donations in excess of \$250
- Receipts and itemized lists of value of noncash donations
- Receipts for major medical expenses

Items you should keep with your records in case of audit, but that do not need to be submitted to us include (but is not limited to):

- Receipts for all educational expenses: tuition, room & board, books, computers, fees, etc.

- If you also have a Schedule C business as a sole proprietor:
 - Detailed mileage logs to substantiate business mileage
 - should include odometer reading at beginning & end of the year
 - may not include commuting mileage to office from home
 - record miles, date, destination for all business trips
 - Quickbooks Online will track this, as well as apps like MileIQ
 - Copies of vendor invoices
 - Bank statements
 - Cancelled checks
 - Credit card statements
 - Receipts for expenses claimed on your return
 - Business meals:
 - A record of: 1) date and time of event, 2) receipt showing the cost of meals and beverages separately stated from other entertainment costs, 3) place, 4) business purpose, 5) name of business associate(s), 6) relationship of individual(s) (i.e. customer, client, potential customer, employee)