



Commonly Missed

2024 Tax Preparation Checklist

New Clients

- Driver's License or State I.D.
- Social Security Numbers & Date of Birth for Taxpayers & Dependents
- Copy of Most Recently Filed Returns
- Banking Information

Returning Clients



- Renewed License or State I.D.
- Social Security Number & Date of Birth for *New Dependents
- Banking Information if changed
- Current Address if changed

Dependents


Please provide one of the following types of forms to show proof of residency for anyone you are claiming as a dependent:

- 1095 Proof of Health Insurance 
- School/Child Care Statement
- Any other similar document listing your dependent's address as being the same as your own


INCOME FORMS

- W-2s Income from employer
- W-2 G Gambling Winnings
- SSA-1099 Social Security Statement
- 1099-G Unemployment Income or State Income Tax Refund
- 1099-R Retirement Income
- 1099-NEC Self-Employment Income
- K-1 Shareholder Income from Partnership, S-Corporation, or Trust
- 1099-INT Interest Income earned from Bank or Investment 
- 1099-DIV Dividend Income from Investments
- 1099-B Sale of Stock, Bonds, or other Asset
- 1099-DA Sale of Digital Assets
Sales of virtual currency that was previously reported on a 1099-B will now be reported on 1099-DA.
-  1099-K Venmo, PayPal, Cash App, Etc.
If you received \$5,000 or more through a 3rd party payment app you will be issued a 1099-K. You will need to report how much is personal and how much is business revenue.

DEDUCTIONS & CREDITS

- Home Owners → 1098 Mortgage Interest Statement & Property Tax Payment
- Renters → Total amount of rent paid
- 1099-SA for Health Savings Account (HSA) Distributions 
- 5498-SA for Health Savings Account (HSA) Contributions
- Child Care Expenses / Private School Tuition
- Contributions to a 529 College Savings Plan
- 1098-T Tuition Expenses
- IRA Contributions
- Charitable Donations
- Medical & Dental out-of-pocket Expenses

OTHER MISCELLANEOUS

- 1095-A Marketplace Statement for Marketplace Policy Holders 
- *Closing Statement if you Purchased/Sold Property in 2024
- Rental Income & Expenses
- 1099-S Sale proceeds if you sold your primary residence or rental property
- Self-Employment Expenses
Expenses related to self-employment income; business mileage, supplies, partial phone/internet usage, liability insurance, home office, etc. 