

To prepare your 2024 tax appointment, please review the following checklist. Please send us all documents as soon as possible.

General Information

Please provide current address, preferred contact phone and email information, direct deposit or direct payment numbers, family marital status and dependent details.

Health Care Coverage

- If you, your spouse, or any dependents obtained health care coverage from any type of federal or state sponsored health insurance marketplaces (including Covered California) at any time during the year, please provide Form 1095-A that you received from the marketplace. Your tax return cannot be completed without this form.
- Did you contribute to or receive distributions from a Health Savings Account (HSA) or similar plan in 2024?

Income Information

- Wages for you, your spouse and family - including the last two 2024 paycheck stubs and all W-2 Forms.
- Interest, dividends, rents, royalties, non-employee compensation, and all other income, all 1099 Forms.
- Rental property:** income, list of all expenses and purchases, business miles, all 1099-K Forms.
- Business Income:** profit/loss statement, capital equipment purchase, home business expenses, home and office square footage, home operational expenses, vehicle expenses, and business miles, all 1099 Forms.
- Distributions and rollovers from pensions, retirement plans, 401(k) and 403(b) plans, IRA, Roth IRA, deferred compensation plans, retirement plan Roth conversions, annuities, insurance policies, and defaulted retirement plan loans, all 1099-R Form(s), including any supplemental information for Rollovers or Charitable Distributions from IRA's.
- Sale or exchange of stocks, bonds, mutual funds, or any type of investment security. Including date of purchase and cost of each regardless of gain or loss, 1099-B Forms.
- Social security benefits received, SSA-1099 Forms.
- Loan modification, foreclosure, short sale, debt cancellation, debt, loans forgiven or discounted (call for guidance), 1099-C and 1099-A Forms.
- Unemployment benefits, state tax refunds, or paid family leave income, 1099-G Forms.
- Sale or exchange of real estate, 1099-S Forms, HUD I settlement statements.
- Partnership, LLC investments, S-corporation, Trust, Estate, K-1 Forms.
- Gambling winnings (regardless of losses), W2-G Forms, (all pages).
- Distributions from qualified education programs, 529 plans, or Coverdell ESA Plans, 1099-Q Forms.
- Distributions from health savings accounts (HSA, MSA, Medicare Advantage Plans), 1099-SA Form(s).
- Miscellaneous income:** jury duty, prizes, awards, legal settlements, scholarships, fellowships, etc.
- Alimony received (date of original divorce or separation agreement is required).
- Sale or exchange of assets:** real estate, securities, business assets, collectibles, and/or personal property.
- Long-term care and accelerated death benefits, 1099-LTC Forms.
- Foreign bank account information and crypto currency (virtual currency) (if any):** Location, name of institution, account number, peak value of account during the year. Call for guidance if you have any foreign accounts, foreign businesses, foreign trusts, or virtual currency transactions.

Deductions and Credits

- Mortgage interest paid on all real estate, 1098 Mortgage Interest Forms.
- Interest:** and finance charges paid for recreational vehicles that have a kitchen, sleeping area, and toilet.
- Charitable donations:** official charity receipts, miles driven, and volunteer expenses.
- Education expenses for all family members, tuition, books, fees, supplies, etc., 1098-T Forms.
- Employee business expenses:** education to improve skills, professional publications, job search costs related to your job, purchase and care of uniforms, business meals, entertainment, and travel. Breakdown your expenses for airfare, lodging, vehicle, rental, and especially meals. Provide total mileage and business mileage as well as all other vehicle expenses when used for business or employment.
- Childcare costs:** provider's name, address, tax ID number, and amount paid for each child and each provider.
- Final closing escrow statement (HUD):** From sale, purchase, or refinance of your home or any type of real estate. Tax and financial planning fees, investment expenses, safe deposit box, margin interest paid, and interest paid on land or investment property.
- Medical and dental expenses:** Insurance premiums paid for health, dental, supplemental or long-term care; payments to doctors, dentists, hospitals, prescriptions and laboratories. Only if total expenses exceed 7.5% of your gross income (if self-employed or retired: provide health, dental, long-term care insurance premiums paid). Casualty and theft losses: amount of damage, insurance, or other reimbursements, if applicable.
- Adoption expenses:** social security number of child, and records of legal, medical, and transportation costs.
- Gambling losses (only if you have gambling winnings).
- Solar system purchased:** amount paid and date placed in service (provide the contract).
- Energy efficient Cars:** Date purchased, copy of auto contract, such as Tesla, etc.
- Energy efficient home improvements:** windows, air conditioning, water heater, skylights, doors, insulation, or roof.

Adjustments to Your Income

- Contributions to any type of IRA, Roth IRA, SEP IRA, simple IRA, or self-employed retirement plans made during the year or planned to be made before April 15, 2024 that will be applied for tax year 2024.
- If you are retired or self-employed:** health, dental, and long-term care insurance premium payments paid (provide your year-end pension stub showing ALL insurance premiums deducted from your pension.).
- Student loans for student loan interest paid, 1098-E Forms.
- Alimony paid:** amount, recipient information, and divorce settlement (date of original divorce or separation agreement is required).
- Health savings account (HSA) contributions, 5498-SA Forms - Due date for 2024 is April 15, 2025.
- Moving expenses:** call for guidance and applicability. (for military only)
- Penalty on early withdrawal of savings:** 1099-INT Forms.

Taxes You Have Paid

- Real estate property taxes paid for all properties:** provide both tax bills 2023/2024 and 2024/2025.
- DMV:** vehicle license fees for all vehicles, motorcycles, and R.V.s. Provide all DMV statements.
- Sales tax paid on any vehicles, recreational vehicles, or watercraft purchased in 2024:** provide the sales contract(s).
Personal property taxes: marine or other property.
- Estimated tax payments paid:** amount, agency, and date paid.
- Any tax amounts paid with an Extension.
- Prior year state income taxes paid:** amount and date paid.
- Prior-year tax refund applied to your 2024 taxes and/or any estimated taxes paid with an extension to file.
- Foreign taxes paid:** amount and type.