TAX PREP - QUICK LIST

The following things are ***required***:

✓ **Organizer Worksheets** *These are the worksheets you fill out for your tax preparer*

- Organizer #1 – Primary
- Organizer #2 – Intake Questions
  - Other worksheets as directed by Organizer #2
- Organizer #3 – Letter of Engagement
- Additional information required or determined by your unique tax preparation needs
- Additional information as directed by your tax preparer

✓ **Income & Tax Documents** *Including but not limited to:*

- W-2s
- 1099s
  - 1099-B (Broker) Reports sales of sales of stocks, bonds, mutual funds, commodities, and securities, etc. as well as for certain types of barter transactions)
  - 1099-C (Cancellation of debt)
  - 1099-DIV (Dividend & Distribution)
  - 1099-G (Government Payments) Most commonly seen but not limited to when issued for Unemployment and state tax refunds
  - 1099-INT (Interest)
  - 1099-MISC (Miscellaneous)
  - 1099-NEC (Non-Employee Compensation) Income earned as an independent contractor (you were not an "employee" paid on a W-2)
  - 1099-R (Retirement) Distributions from IRAs, pensions, retirement & profit-sharing plans, 401-Ks, etc.
  - 1099-S (Sale) Real estate transactions
  - 1099-SA (Savings Account - Medical) Reports money distributed out of a medical savings account
  - 1099-SSA (Social Security Administration) Reports money paid by the Social Security Administration

1099-K (Payment Card & Third-Party Network Transactions) Is **NOT** an "*income document*" but instead is a ***transactions*** report. Because it is a transactions report, it is possible that not all of the money on the 1099-K is "income." Report any 1099-K money that is "income" to you on our CASH INCOME worksheet. *Do NOT send us your 1099*-K

- Mortgage Interest statements (1098)
- Student Loan (1098-E)
- Tuition (1098-T)
- K-1s Issued to partners, shareholders, and investors
- 1095-A (ACA–Affordable Healthcare Act coverage for health care through the Marketplace, Exchange – "Obamacare")
- 1095-B or C (Health care coverage)
- Letters received indicating that you were paid benefits during the year (i.e., Stimulus Payments, Child Tax Credits, etc.)
- *Other items that show or report some type of income, tax reporting event, and or taxes paid/withheld*

RECEIPTS - DO **NOT** SEND RECEIPTS OF ANY KIND. IF THEY ARE NEEDED, YOUR PREPARER WILL ASK FOR THEM. THIS INCLUDES CHARITY – ***DO NOT SEND***

If in doubt, check first with your preparer before you send receipts

✓ **Identification**

- Driver License or Identification card
  - A readable copy of the **FRONT & BACK** (You must provide this ***every year***)
- Social Security Card
  - A readable copy of the front of your Social Security card must be included **the first time you use our service**

✓ **Payment of Invoice**

- Payment in full of our invoice, **will be required** when you are presented with the completed return (less any deposits or down payments you may have made)
- Your payment will be required ***BEFORE your return will be filed***
- We do NOT offer any ability to have your payment withheld from your refund

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