

TAX PREPARATION WORKSHEET
FOR: ENTER YOUR NAME UNDER THIS LINE

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REQUIRED SOURCE DOCUMENT LIST
TAX YEAR

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THE FOLLOWING LIST OF DOCUMENTS ARE REQUIRED IN ORDER TO MATCH INCOMES AND EXPENSES THAT ARE BEING REPORTED TO THE IRS ON YOUR SOCIAL SECURITY OR EIN NUMBERS. I NEED TO BE SURE WE MATCH THESE NUMBERS EXACTLY TO KEEP YOUR RETURN FROM BEING BUMPED OFF THE CONVEYOR BELT FOR FURTHER SCRUTINY. YOU CAN PROVIDE ME WITH FAX COPIES AND

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THE BASIC LIST INCLUDES THE FOLLOWING FORMS:

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- W-2 FORMS - REPORTS YOUR WAGES
 - W-2G FORMS - REPORTS YOUR WINNINGS FROM GAMBLING ACTIVITY
 - 1099-G - REPORTS INCOME RECEIVED DUE TO UNEMPLOYMENT INCOME & STATE INCOME TAX REFUNDS
 - 1099-R - DISTRIBUTIONS FROM IRA, 401K AND OTHER QUALIFIED RETIREMENT PLANS
 - 1098-S - REPORTS GROSS PROCEEDS FROM REAL ESTATE REPORTS GROSS SALES PROCEEDS FROM REAL ESTATE YOU SOLD
 - 1099-B - REPORTS GROSS PROCEEDS FROM STOCK TRADES REPORTS THE GROSS PROCEEDS FROM THE SALE OF STOCK YOU OWNED AND TRADED. UNFORTUNATELY YOU NEED TO LIST THE COST BASIS AND DATES YOU ACQUIRED THE STOCK TO DETERMINE THE GAIN OR LOSS ON THE TRANSACTIONS, OTHERWISE YOU WILL PAY TAX ON THE SALES AMOUNT. YOU NEED TO GET A "REALIZED GAIN & LOSS" REPORT FROM YOUR BROKER TO GET THIS RIGHT!
 - 1099-INTEREST - REPORTS YOUR INTEREST EARNINGS FROM BANKS AND CREDIT UNIONS
 - 1099-DIVIDEND - REPORTS YOUR DIVIDEND EARNINGS FROM MUTUAL FUNDS AND BROKERS
 - 1099-NEC & MISC - REPORTS SELF EMPLOYMENT EARNINGS - PRIZES & AWARDS AND OTHER MISC AMOUNTS
 - 1099-SA - REPORTS HEALTH SAVINGS ACCOUNT DISTRIBUTIONS
 - 1099-Q - REPORTS EDUCATION SAVINGS ACCOUNT DISTRIBUTIONS
 - 1098 - REPORTS MORTGAGE INTEREST, TAXES & INSURANCE PAID ON YOUR HOME AND/OR RENTAL PROPERTIES
 - 1095-A - AFFORDABLE CARE ACT FORM IF YOU RECEIVED HEALTH COVERAGE AND A PREMIUM TAX CREDIT FROM AN EXCHANGE SOURCE
 - 1095-C - EMPLOYER'S REPORT SHOWING THE MONTHS YOU AND YOUR DEPENDENTS WERE COVERED WITH HEALTH INSURANCE
 - HUD-1 DETAIL REPORTS FROM TITLE COMPANIES - SHOWS THE NECESSARY DETAIL FOR REAL ESTATE PURCHASES, SALES & RE-FINANCING

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BUSINESS FORMS:

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- PROFIT - LOSS STATEMENT FROM JAN 1 TO DEC 31, 2019 (CASH & ACCRUAL BASIS & EXPANDED)
 - BALANCE SHEET, DEC 31, 2019 (CASH & ACCRUAL BASIS & EXPANDED)

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IF YOUR BUSINESS HAS A PAYROLL INCLUDE COPIES OF THE FOLLOWING:

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- W-3 FORM
 - ALL W-2 FORMS
 - ANNUAL 940 REPORT (FIRST PAGE ONLY)
 - ALL FOUR QUARTERS OF YOUR (DETR) EMPLOYERS CONTRIBUTION & WAGE REPORTS (FIRST PAGE ONLY)
 - ALL FOUR QUARTERS OF YOUR MODIFIED BUSINESS TAX REPORTS (FIRST PAGE ONLY)
 - DETAIL ON ANY EQUIPMENT ACQUIRED DURING THE YEAR, I.E., EQUIPMENT MAKE, MODEL. PRICE AND DATE BOUGHT
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