

TAX PREPARATION WORKSHEET
FOR: ENTER YOUR NAME UNDER THIS LINE

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REQUIRED SOURCE DOCUMENT LIST
TAX YEAR
2023

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 OR SCAN AND EMAIL ME PDF FILES.

THE BASIC LIST INCLUDES THE FOLLOWING FORMS:

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

BUSINESS FORMS:

PROFIT - LOSS STATEMENT FROM JAN 1 TO DEC 31, 2022 (INDICATE IF CASH & ACCRUAL BASIS & USE EXPANDED REPORT IF POSSIBLE)
BALANCE SHEET, DEC 31, 2022 (CASH & ACCRUAL BASIS & EXPANDED)

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

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