Two Hills Certified Public Accountants
Innovation | Growth | Excellence

Tax Preparation Checklist

Checklist of Information Needed to Complete Your Tax Return

If any item listed applies to you, check the box and attach the information

General Information

☐ If you are a new client or have had a change of address, email, or phone number, please complete the demographic information on page 3 of this checklist and provide a full copy of your 2019 federal/state tax returns.

☐ Did you have a child or other dependent that should be added to your return in 2020? If so, please complete the demographic information on page 3 of this checklist.

☐ Provide a copy of the front of a valid driver license for yourself and your spouse (we are required to input this information before e-filing your tax return as an additional security measure)

Income Information

☐ Wages (Form W-2)
☐ Interest Income (Form 1099-INT)
☐ Foreign bank accounts, income +/or paid taxes
☐ Dividend Income (Form 1099-DIV)
☐ Crypto/Virtual Currency buy/sell/trade
☐ Pension Distributions (Form 1099-R)
☐ State / Local Refunds (Form 1099-G)
☐ Gambling Income (Form W-2G)
☐ Stock Sale Information/Capital Gains (Form 1099-B)
- ☐ Each stock sale: If not included on 1099-B, Date purchased, number of shares bought, amount paid

☐ Other Income
- ☐ Alimony Received[1]
- ☐ Unemployment Compensation (Form 1099-G)
- ☐ Social Security Benefits (1099-SSA)
- ☐ Disability Income
- ☐ Jury Duty
- ☐ Tip Income
- ☐ Scholarships (Form 1098-T)
- ☐ Education Savings Account Withdrawal (Form 1099-Q)
- ☐ Bartering Income (Form 1099-B)

☐ Small Business (self-employed or independent contractor business owner)
- ☐ Business Income (Form 1099-MISC plus items not on 1099-MISC)
- ☐ Business Expenses (Provide list) (We will discuss possible deductions and accounting for them)
- ☐ Vehicle Information (Year/Make/Model, business miles driven, total miles driven)

☐ Rental Property
- ☐ Rental Income (Form 1099-MISC)
- ☐ Related Expenses (Provide list)

☐ Schedules K-1 from Partnerships, S Corps, Trusts

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[1] Specify if divorce decree was entered after 12/31/18.

Income Information (Continued)

- ☐ Sale of Real Estate
  - ☐ Closing Statement – Sale of Property
  - ☐ Closing Statement – Purchase of Property
  - ☐ List of additions/improvements while you owned the property.

Deduction Information

- ☐ IRA Contributions
- ☐ SEP, Simple, Keogh Plan Contributions
- ☐ Solo 401K Contributions
- ☐ Student Loan Interest (Form 1098-E)
- ☐ Alimony Paid[2]
  - ☐ Recipient Name and SS # ____.
- ☐ Medical Expenses (if over 7.5% of income)
  - ☐ Medical mileage
  - ☐ Out of Pocket Medical Expenses
- ☐ Real Estate Taxes
- ☐ Other Taxes (including Sales tax paid on the purchase of autos, boats and RVs for personal use)
- ☐ Annual Vehicle Registration Statement (front and back) showing personal property taxes paid
- ☐ Mortgage Interest (Form 1098)
- ☐ Investment Interest
- ☐ Cash and Noncash Charitable Contributions (provide list with name of charity/organization and amount. If in-kind contribution, briefly describe items)

Tax Credits and Payment Information:

- ☐ Child Care Expenses
  - ☐ Provide name, address, SS# or EIN, and amount paid for each child
- ☐ Estimated tax payments (provide documentary proof of each payment made)[3]
- ☐ Legal papers for adoption, divorce or separation involving custody of your dependent children
- ☐ Tuition Statements (Form 1098-T) & Education Expenses
- ☐ Solar energy or vehicle tax credit information

Sales & Use Tax

Total goods purchased for which state sales tax was not paid: ______________________________

Direct Deposit for Refund Information:

☐ Bank Name: _____________________________

☐ Checking ☐ Savings Routing____________________ Account______________________________

[2] Specify if divorce decree was entered after 12/31/18.

[3] If you are unable to provide cancelled check images or online confirmation receipt, you can download your 2020 Account Transcript for free from the IRS online: https://www.irs.gov/individuals/get-transcript

New Clients

	Taxpayer	Spouse
Name		
Date of Birth		
Address		
Phone Number		
Email Address		

Children/Dependents:

Name	Does the Child have Income over $2,100	Date of Birth	Social Security Number

CARES Act Questionnaire

Please answer the following questions so we can determine whether you qualify for certain tax credits, deductions, and other special income reporting requirements under the CARES Act tax rules.

☐ Did you receive an economic impact payment/stimulus check for Round 1? If so, how much? ______

☐ Did you receive an economic impact payment/stimulus check for Round 2? If so, how much? ______

☐ Did you receive a distribution from your retirement plan because of COVID?

☐ Yes. Please specify amount: _____________.

☐ No

*You can review the qualifications for a COVID-related distribution at https://www.irs.gov/newsroom/coronavirus-related-relief-for-retirement-plans-and-iras-questions-and-answers

☐ Did you make any cash contributions to a qualified charitable organization? If yes, please provide proof of payment (receipt, statement, check image, etc.).

*You can download a list or search for qualified charitable organizations at https://www.irs.gov/charities-non-profits/tax-exempt-organization-search.

☐ Did you have a baby or adopt a child under 16 years of age in 2020? If yes, please complete the following:

Child's Name	Does the Child have Income over $2,100	Date of Birth	Social Security Number

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