

DOCUMENT CHECKLIST

INDIVIDUAL TAX RETURN

The taxpayer(s) is responsible for the organization of his/her own files using our [Document Upload Instructions](#). **NEW CLIENTS** required to upload a copy of their past 2 year Tax Returns.

GENERAL

- ☐ **Drivers License/ID** - clear photo upload, not expired
- ☐ **Dependent information** - if new Social Security Card
 - **Childcare expenses**
 - **1098T** - Tuition Statement

INCOME

- ☐ **W2** - Employee Income
- ☐ **W2G** - Income from Gambling
- ☐ **1099INT** - Interest income
- ☐ **1099DIV** - Dividend income
- ☐ **1099B / CONSOLIDATED** - Investments: stocks, bonds, interest, details of trades/dividends
- ☐ **Supplemental Form** - for company stocks (RSU, ESPP)
- ☐ **Crypto** - Digital assets reporting
- ☐ **1099MISC/1099NEC** - when payments of \$10 or more in gross royalties or \$600+ in rents or compensation from contract work
- ☐ **1099G** - State refunds or unemployment/family leave
- ☐ **1099K** - 3rd party credit card processing
- ☐ **1099R** - Distribution/rollover from 401K, pensions
- ☐ **5498** - Contribution to IRA
- ☐ **SSA1099** - Social Security benefits received
- ☐ **Schedule K1** - partnership of an LLC, S corporation, estate, trust, etc.

W2 JOB DEDUCTIONS

- ☐ **W2 Unreimbursed Work Expense Sheet** - (Download [HERE](#))

HEALTH COVERAGE

- ☐ **1095A** - Residing state Marketplace/Covered California healthcare (Mandatory if applicable)
- ☐ **1095B/C** - Employer provided health coverage
- ☐ **1099SA** - Distribution from Health Savings Account (HSA)
- ☐ **5498SA** - Contribution to HSA

EDUCATION

- ☐ **1098T** - Tuition statement Taxpayer(s) and Dependents (All additional related expenses with supporting statements if applicable)
- ☐ **1098E** - Student Loan interest

BACK TAXES/AMENDMENT

- ☐ **Wage & Income Tax Transcript** - if unsure how to obtain this, reach out to our team and we will send you a Guide

CREDITS

- ☐ **EV Purchase** (Leases do not qualify)
- ☐ **Used EV purchase** (vehicle age must be > 2 years)
- ☐ **Solar Purchase** (Personal residing)
- ☐ **Energy Efficient Purchases** (water heater, energy efficient windows/doors/insulation/roofing, etc.)

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SELF-EMPLOYED - not LLC

- ☐ **Expense Sheet** - (Download [HERE](#))
**No longer accepting anything other than comprehensively 'Reconciled Books' after tax season of 2025.
Reason: For the protection of our clients as the IRS increases their audit efforts on small businesses with the utilization of AI.
***Ask how we can help.
- ☐ **1099NEC** - non employee compensation
- ☐ **1099MISC** - other income
- ☐ **1099K** - merchant services (payment services such as Square, Venmo, Toast, etc.)

SINGLE MEMBER LLC

- ☐ **SOS** Letters Articles of Organization
- ☐ **EIN** Letter if applicable
- ☐ **1099s** issued to contractors
- ☐ **Reconciled Books** - access to your Quickbooks Online you may also provide us with "Accountant Access" to your financials by sending carlo@richardcolins.com an invitation)
OR
- ☐ **Trial Balance, Profit & Loss, Balance Sheet, General Ledger, and Reconciliation Reports** exported to excel

FOREIGN BANK ACCT/ASSETS

- ☐ **FinCEN Report** - if self-filed and over 10k USD
- ☐ **Type of asset**
- ☐ **Name and address of bank of company where assets are held**
- ☐ **Total amount of assets converted to USD**

REAL ESTATE

- ☐ **1098** - Mortgage Interest statement
- ☐ **Property Tax Bill**
- ☐ **Rental Property Expense Sheet** - (Download [HERE](#))
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Reason: For the protection of our clients as the IRS increases their audit efforts on rental properties and depreciation with the utilization of AI.
***Ask how we can help.
- ☐ **Solar/Energy Efficient Purchases**
- ☐ **1099MISC** - rental property income (if applicable)
- ☐ **Land & Improvement Value** - new rental properties only

If you sold a home, below is required:

- ☐ **1099S** - Sale of home
Include all listed items if applicable
 - **Renovation Costs**
 - **Original Purchase Closing Statement**
 - **Sale Closing Statement**
 - **1031 Exchange**