



## Tax Preparation Checklist

**\*\*\*Employee Business Expenses: Not Deductible Until 2026\*\*\***

Referred By: \_\_\_\_\_  
*(Five percent Discount deducted from Prep fees for each successful new referral in current tax year)*

Thank you for choosing CR Taxes & Accounting, LLC, to service your taxation and business needs. This checklist is designed to assist in gathering relevant documents/paperwork necessary for us to prepare your income tax return(s) accurately and expeditiously. ***It is imperative that you please complete and return for processing to avoid delays in processing.***

### GENERAL INFORMATION

- Prior Year Tax Return **\*\*\*New Clients Only\*\*\***
- IRS Identity Theft PIN *(if applicable)*
- Affordable Health Care (The Marketplace) *(Pls provide Form 1095-A from the Marketplace).*
- Did you receive the 2008 First-time homebuyer credit (Y/N)
- Energy Improvements to your home (Y/N) *(Solar Energy, Energy Efficient Upgrades)*
- Live in a Federal Declared Disaster Area? (Y/N)
  - Named Storm \_\_\_\_\_
- Rental Property/Airbnb/Timeshare/Renting Residential Property? (Y/N)  
*(If yes, A Rental Checklist will be provided for completion. Please complete for each property)*
- Self-Employed/Sole Proprietor/Business Owner/ LLC/Partnerships/SCORPS? (Y/N)  
*(If yes, A Business Checklist will be provided for completion. Please complete for each business)*
- Used your personal Vehicle for Business Purposes? (Y/N)  
*(If yes, A Business Use Checklist will be provided for completion. Please complete for each vehicle)*
- Owner Operators/Government Employees  
Total Days Spent Away from Home \_\_\_\_\_

*Listening...Educating...& Preparing*

## Health Savings Account (HSA)

Contributions (Form 5498) AND Distributions (Form 5498-SA)  
*(Download from provider website if not received via mail or email)*

## Home Purchase/Home Sale

- Settlement Statement or Closing Disclosure Statement
- Form 1099-S *(Proceed Form Real Estate Transaction, if provided)*
- Foreclosure/Abandonment of your home *(Form 1099-C (Cancellation of Debt); Form 1099-A (Acquisition or Abandonment of Secured Property))*

➤ **Filing on Behalf of a Decedent** *(Funeral expenses are not deductible)*

- Death Certificate
- Power of Attorney documents/Executive of Estate Documents/Probate Court Information
- The Decedent Identification

## Personal Information

➤ **Identification:** *(Please provide a non-expired valid identification listed below)*

Driver's License ~ State Issued Identification ~ Passport ~ Green Card ~ Resident Alien Identification Card  
Tribal Identification ~ Social Security Card Copy *(spouse, children, and all other dependents)* ~ ITIN  
(Individual Taxpayer Identification Number). *\*\*\*If you have not been issued a SSN, no worries, we can apply for your ITIN when we file your papers\*\*\*.*

➤ **Occupation(s):** \_\_\_\_\_

➤ **Contact information:** \_\_\_\_\_

- Cellular or home phone: \_\_\_\_\_
- Secondary phone: \_\_\_\_\_
- Email Address(s): \_\_\_\_\_  
*(Please do not provide your work email address)*

➤ **Correct Mailing Address:** \_\_\_\_\_

## Dependent Information

➤ **Qualifying Child/Relative & Date of birth**

*(If claiming an adult dependent(s), please provide a copy of their identification as well.)*

**\*\*Please indicate if your dependent is disable and the disability\*\***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Childcare & Dependent Care

*(An Individual, Daycare, Afterschool, Summer Camp)*

- **Childcare Statement(s)** *(Provided from the Daycare Facility)*

Individual/Private Provider <i>(Cannot be your spouse or children):</i>
Social Security Number or Tax Identification Number:
Address:
Phone Number:
Total Amount Paid: \$ _____

## Adult Care Information

*(Completely disabled and unable to care for themselves):*

- **Facility Statement(s)**

Individual/Private Provider <i>(Cannot be your spouse or children):</i>
Social Security Number or Tax Identification Number:
Address:
Phone Number:
Total Amount Paid: \$ _____

## INCOME DOCUMENTS

W-2 Forms
1099-Misc Income
Partnership/Trust/Royalties Income (K-1)
Retirement Distribution(s) (1099-R)
Jury Duty Pay <i>(only if you did not surrender jury pay to your employer)</i>
Gambling & Lottery Winnings (W2-G)
Prizes and Awards
Scholarships and Fellowships <i>(scholarships granted by other sources)</i>
State & Local Income Tax Refund (Form 1099-G)
Social Security (SSA Statement)
FMLA Income (if not reported on your W2)
Cancellation of Debt: (Form 1099C)
Unemployment Compensation (Form 1099-G)
Foreign Earned Income (1099-Misc. or W2) <i>(Dates out of country and dates of return to the U.S). _____</i> _____
Interest income statements: (Form 1099-INT & 1099-OID)
Dividend income statements: (Form 1099-DIV)
Barters and Exchange (Form 1099) <i>(Proceeds from Stock/Broker transactions)</i>
Taxable refunds, or offsets of state and local income taxes <i>(** itemized filers only**)</i>
Alimony Received <i>(prior to 2019 and amended agreements only)</i> Date of original divorce or separation agreement _____
Farm Income
Virtual Currency/Virtual Securities

## DEDUCTIONS

### MEDICAL EXPENSES

*(Out of Pocket/Non-Reimbursed/Not paid with Insurance Expenses Only)*

*Please Request the medical expense checklist **only** if your medical, dental, vision, etc. expenses are greater than 7.5% of your gross income **and** you **itemize your deduction**.  
(e.g., Gross income \$15,000 x 7.5%)*

### Taxes You Paid

Property Taxes <i>(Provide Form 1098- Mortgage Statement if applicable)</i>
Estimated Income taxes <i>(Please provide payment vouchers)</i>
Estimated Self Employment Taxes <i>(Please provide payment vouchers)</i>
Household Employment Taxes <i>(Nanny Taxes)</i>
Tag Taxes/Personal Property Taxes: <i>(New Car purchase, provide sales contract)</i>

### Interest You Paid

**\*Interest paid on home equity lines of credit is not deductible\***

Mortgage Interest <i>(Provide Form 1098- Mortgage Statement)</i>
New Home Purchase? <i>Please provide either the Settlement Statement or Loan Closing Disclosure Statement.</i>
Home Refinanced? <i>Please provide either the Settlement Statement or Loan Closing Disclosure Statement.</i>

### Gifts to Charity/Non-Profit Organizations

*Payments to any 501C3 (e.g., Church, Greek Organizations, Political Campaigns, etc.)  
\*\*\*Gifts to Family/Friends are not deductible\*\*\**

Gifts by cash or check if greater than \$250 <i>(Statement and or documentation is required).</i>
Non-Cash-greater than \$500 <i>(Receipt/statement is required)</i>
Non-Cash- greater than \$5,000 <i>(An appraisal is required)</i>
Charitable Miles

- **Casualty and Theft Losses** (*Not deductible until 2025*)
- **Gambling Losses** (*Only if you itemize your deductions*)
- **Claim of Right** (*Deduction for repayment of wages if greater than \$3,000.00*)

## Education

**\*\*\*Attention Parents, it is illegal for your college student to file the education credit on their tax papers. If you have questions, please contact my office, prior to allowing your student to file their tax papers\*\*\***

- **Educator Expenses** (*\$300 max deduction per taxpayer*) \$ \_\_\_\_\_
- **Out of Pocket Education Expenses:** \$ \_\_\_\_\_ (*Do not include room and board expenses, reimbursed expenses or expenses reported on the 1098T-Tuition Statement*)
  - **Student loan interest paid** (*Form 1098-Int Statement from provider; if your loan was charged off, please provide the int statement*)
  - **College Tuition Statement** (*Form 1098-T, Tuition Statement, login to the student financial aid accounts to download or retrieve from your college student. Form 1098-, Tuition Statement will be addressed to the college student; however, it is illegal for the college student to apply for the education credit on their tax papers (if applicable) unless that student is independent of you and is **NOT** using your financial information for FASFA.*)
  - **Continuing Professional Education/Training:**
    - ❖ Name of Institution that provided the training, if applicable a Tax Identification Number
    - ❖ Institution Address
    - ❖ Out pocket, unreimbursed training/education expenses paid. This includes books and supplies, educational equipment purchased.

## Military

**Reserve Component:** The Army ~ Navy ~ Marine Corps ~ Air Force ~ Coast Guard ~ The Army National Guard of the United States ~ The Air National Guard of the United States ~ The Ready Reserve Corps of the Public Health Service.

### ➤ Reserve Expenses

- Uniform expenses
- Lodging /Living Expenses
- Grooming Expenses
- Travel Expenses

### ➤ Moving Expenses **(Uniformed & Armed Forces) ON ACTIVE DUTY ONLY.**

- If you are a member of the Armed Forces **ON ACTIVE DUTY** and due to a military order, you move because of a permanent change of station. **\*\*\*Unreimbursed PCS expenses ONLY\*\*\***

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Thank you for choosing *CR Taxes & Accounting LLC* to service your taxation needs. We appreciate your business and will do our best to provide superb customer service. If there are any questions regarding the items needed, we can discuss them in further detail during our scheduled meeting.

Kindest regards,

*Conswella Gillis*

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**Thank you for choosing CR Taxes &  
Accounting, LLC**

*Listening...Educating...& Preparing*