SEIDEL SCHROEDER
CERTIFIED PUBLIC ACCOUNTANTS/BUSINESS ADVISORS

Tax Preparation Checklist for Individuals

It is our intention at Seidel Schroeder to assist you in accurately and efficiently completing all tax compliance filings. This is a general checklist that will assist us as we prepare your tax return. It is meant to be concise, thus it is not exhaustive. Should we need additional information our team will contact you with specific questions.

If you have not already done so, please provide a signed Engagement Letter *(required)* and Audit Representation Request *(optional)* upon submission of your tax documents.

Please ask us for a link to securely submit all tax documents electronically. We prefer electronic format when available.

Standard Tax Documents:

- ☐ Form W-2s and W-2Gs
- ☐ Form 1099s: Interest, Dividends, Consolidated 1099s, Rents, Royalties, etc.
- ☐ Form 1099-R: Retirement distributions & associated transactions/contributions
- ☐ Form 1099-SSA: Social Security payments
- ☐ Form 1099-SA: Health Savings Account distributions & associated contributions/expenses
- ☐ Form 1099-G: Unemployment Income
- ☐ Schedule K-1: Trust, S Corporation, & Partnership Income
- ☐ Form 1099-LTC: Long Term Care

Itemized Deductions: *We will optimize between the Standard Deduction & the below expenses.*

- ☐ Medical: Out of pocket expenses, medical insurance, supplemental insurance, prescriptions, long term care expenses, etc.
- ☐ Taxes: Property Taxes, Sales Tax on Large one-time Purchases, Personal Property Taxes if paid based on value
- ☐ Form 1098: Mortgage Interest and Points Paid
- ☐ Charitable Contributions: Cash & Non-Cash. If non-cash, please provide additional detail for amounts greater than $500. If greater than $5,000, additionally please provide certified appraisal and signed 8283 by appraiser.

Other Common Items:

- ☐ Additional sale transaction detail: home sales, crypto, basis not reported by brokers
- ☐ Traditional and Roth IRA contributions
- ☐ IRA rollover information
- ☐ Rental Property: Income & Expenses by property, additions & disposals of assets
- ☐ Damages or Easement Income. Please provide additional documentation/contracts.
- ☐ Businesses & Farms: Income & Expenses by business, additions & disposals of assets
- ☐ Affirmation that if required, 1099s were filed for your business operations
- ☐ Childcare Expenses – Include amount per child, payee's name, address and taxpayer ID #
- ☐ Estimated Tax Payments (provide amounts and dates) or other withholding amounts not shown on standard tax documents
- ☐ Affirmation whether an interest in a foreign bank account or signature authority existed during the year. If so, provide foreign bank account information.
- ☐ Related party transactions
- ☐ Copy of the last 2 years of Federal and State income tax returns filed (If Seidel Schroeder did not prepare them for you)