NEW CLIENT INFORMATION

We are very excited to be preparing your tax return this year. In order to smooth the data collection process, we have created a checklist of information we will need to complete your return. Please note that not all items will apply to everyone.

If you have any questions, please contact me by email or phone.

Thanks,

Rick Wion, EA

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Personal Information:

 Full names of taxpayers (as they appear on their Social Security Card)

 Dates of birth

 Social Security Numbers

 Address (Primary Residence)

Dependent Information:

 Full name of each dependent (as they appear of their Social Security Card)

 Dates of birth

 Social Security numbers

 Relationship

Whether the taxpayer has full custody of the children or if they share custody.

Income:

 Wages ( W-2’s)

 Investment Income:

 Interest income (1099-int)

 Dividend income (1099-Div)

 Capital gains (1099-B)

 Account statements for any cryptocurrency transactions

 Business income and expenses

 Revenue:

 Copies of any 1099- MISC

 Total income not included on 1099- MISC

 12 months of Bank statements

 Expenses:

 Auto expenses, including mileage log and total miles driven

 For the year.

 Phone expenses

 Interest expenses

 Equipment purchased during the 2023

 Legal and professional fees

 Business meals and entertainment

 Dues and subscriptions

 Continuing education

 Overnight travel expenses

 Other business expenses

 Retirement income:

 Pension income (1099-R)

 IRA distributions (1099-R)

 Social security income (Form SSA-1099)

 Income and expenses for any rental properties

 State tax refunds received

 Unemployment compensation received (1099-G)

 Alimony received (for divorces finalized prior to 12/31/2018

 Income from pass-through entities

 K-1’s from partnerships and S-corporations

 Dividend income from C-corporations

 Adjustments to income:

 Health insurance paid for self-employed individuals

 Student loan interest

 Educator expenses for teachers

 Deductions:

 Medical expenses (Must exceed 7.5% of taxpayer income

 State taxes paid

 Property taxes paid

 Personal property taxes

 Mortgage interest

 Investment interest paid

 Cash donations

 Non-cash donations

 Receipts are required for donations over $500

 Vehicle donations require a 1099-C for the charity that received the vehicle

Items valued at more than $5,000 require appraisal which must be submitted with the return.

 Documentation for potential credits:

 Invoices for solar panels

 Purchase agreements for electric vehicles

 Education expenses for higher education (1098-T)

 Estimated tax payments: (ask for all payments made and date made)

 Other information needed to prepare and file return:

 Copy of the prior year’s tax return

 Email addresses

 Contact phone numbers including cell phone

 Bank information for direct deposit of refunds or electronic payments

 Of taxes due

 Documentation of health insurance coverage

 Copies of any notices received from any taxing authorities

 Personal identify theft prevention number from the IRS (if applicable)