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Accounting, Finance & Tax Services

PERSONALIZED TAX CLIENT CHECKLIST

Individual Tax Client

A simple guide to help you gather the information needed for an accurate and efficient tax preparation process.

CLIENT INFORMATION

Client / Business Name: _____

Tax Year: _____

Return Type: ☐ New Client ☐ Returning Client ☐ Individual ☐ Business

Preferred Contact: ☐ Email ☐ Phone ☐ Text

SECTION A — INDIVIDUAL TAX CLIENT

1. Personal & Household Information

☐ Prior-year federal and state returns, if available
☐ Taxpayer and spouse Social Security numbers / ITINs
☐ Dates of birth for taxpayer, spouse, and dependents
☐ Current mailing and physical address
☐ Dependent information and months lived with you
☐ Bank information for direct deposit or tax payment, if applicable
☐ Marriage, divorce, separation, birth, adoption, or other major life changes

2. Income Documents

☐ W-2s from all employers
☐ 1099-NEC / 1099-MISC
☐ 1099-K / payment-app or marketplace income
☐ 1099-INT / 1099-DIV
☐ 1099-B / brokerage statements
☐ 1099-R / retirement or pension distributions
☐ SSA-1099 / RRB-1099
☐ 1099-G / unemployment or state refunds

☐ K-1s from partnerships, S corporations, estates, or trusts

☐ Rental-property income and expenses

☐ Self-employment, gig, or side-business income

☐ Other income, including digital assets or foreign income, if applicable

3. Deductions, Credits & Expenses

☐ Mortgage interest (Form 1098)

☐ Property / real estate tax records

☐ Charitable contribution receipts

☐ Medical and dental expenses, if applicable

☐ Child/dependent-care provider information and payments

☐ Education expenses / Form 1098-T

☐ Student loan interest (Form 1098-E)

☐ HSA documents (Forms 1099-SA / 5498-SA), if applicable

☐ Retirement contributions

☐ Energy-efficiency / clean-energy documentation, if applicable

☐ Other credit-related documentation

4. Special Situations

☐ IRS or state notices/correspondence

☐ Prior year amended returns

☐ Estimated tax or extension payments

☐ Prior-year carryforwards

☐ IRS IP PIN / identity-theft information, if applicable

☐ Foreign accounts/assets or foreign income, if applicable

☐ Digital asset / cryptocurrency activity, if applicable

☐ Marketplace insurance 1095-A form

MISSING INFORMATION / FOLLOW-UP

☐ _____

☐ _____

☐ _____

CLIENT ACKNOWLEDGMENT

I understand this checklist is a guide and that additional information may be requested based on my circumstances, income, business activities, tax history, and applicable requirements. I agree to provide complete and accurate information to the best of my knowledge.

Client Signature: _____

Date: _____

Preparer: _____

Date Received: _____