Paola Tax and Accounting
203 ½ W Piankishaw
(913) 294-4605

# Personal Tax Preparation Checklist

### *Affordable Care Act Information*
- Form 1095-A if enrolled for Health Care Insurance Plan through the Marketplace: https://www.healthcare.gov

### *Personal Information*
- Name, date of birth, and **social security CARD** for all listed on tax return
- **Valid Driver's License or State ID**
- Current address of residency
- If **NEW** to Paola Tax and Accounting please bring copy of your 2020 and 2021 tax return.
- If e-filing taxes will need a copy of voided check with routing and account number
- Copy of completed worksheets included in our email or downloaded from our website
- Amount paid for childcare with childcare providers name & Social Security number or Tax ID
- If claiming a child(ren) that did not live with you for the year will need Form 8332 showing proof of the child's custodial parent releasing their right to claim the child(ren) for tax purposes.
- Record of amount paid for estimated tax payments

### *Income Information*
- W-2's received from all employers
- 1099's-NEC's received for work performed

### *Self-Employed Information*
- Complete Business Income and Expense Form

### *Retirement Income*
- Forms 1099-R received for pension/IRA/annuity income
- Forms 1099-SSA or RRB-1099 received for social security or RRB income

### *Other Income Information*
- Form 1099-G for Unemployment, state tax refund
- W2-G Gambling Winnings
- Record of Alimony received
- Form 1099-SA or 1099-LTC for Health Savings Account or long-term care reimbursements
- 1099-NEC of all other income received (ie: jury duty, hobby income & expenses, prizes or awards)

### *Savings and Investments Information*
- Form 1099-INT, or 1099-DIV received for interest or dividend income
- Form 1099-B or 1099-S received for income from sale of stock or other property
- Records of the date of acquisition and cost for property. If sold, will need date sold and proceeds received from sale.

### *In Home Office Information*
- Complete Business Income and Expense Form

### *Vehicle Use for Business*
- Complete Business Income and Expense Form

### *Rental Property Information*
- Complete Rental Income/Expense Form
- Rental information of cost of rental and date purchased for figuring depreciation if purchased in current tax year.

### *Farm*
- Complete Farm Income and Expense Form

### *Education Information*
- Form 1098-T from the college or university attended (we must have this to claim the credit)
- Itemized totals for qualified educational expenses such as books, fees, laptops etc.
- Form 1098-E if you paid student loan interest

***Qualified Deductions allowed within the Standard Deduction without itemizing***

- Classroom Expenses up to $250.00 (for educators in grades K-12)
- For 2022 you can no longer deduct donations with standard deductions.
- For 2021 tax return you will be able to deduct up to $300.00 per individual filer or $600.00 for married filing jointly. You must retain the receipts for the donations.
- Amounts paid for energy saving home improvements

***Other Possible Qualified Deductions IF Itemizing***

- Form 1098 for mortgage interest paid
- Real Estate and Personal Property tax paid (vehicle, boat, RV, ATV's etc.)
- Donations to churches, schools, or other charitable organizations (if over the allowed $300.00) **MUST** have documentation)
- Record of non-cash charitable donations (if over $500.00, **MUST** have IRS Form 8283 Part 1 completed) Call office to obtain a copy if needed.
- Out of pocket medical expenses paid for healthcare insurance, doctors, dentists, hospitals, etc.
- Total miles driven for charitable or medical purposes.

***Some common items that are <u>no longer</u> deductible.***

- Tax Preparation fees
- Tools and supplies used for work
- Purchase of travel, transportation, meals, entertainment, gifts and lodging related to work
- Union dues and expenses
- Work related education
- Job search expenses
- Licenses and regulatory fees
- Safety Deposit Box fees
- Work clothes and uniforms if required and not suitable for everyday use
- Dues and subscriptions related to taxpayer's work
- Malpractice insurance premiums
- Investment fees and expenses
- Repayments of Social Security Benefits

**ALL FORMS LINKED ON THIS LETTER CAN ALSO BE FOUND ON OUR WEBSITE: [WWW.PAOLATAX.COM](http://WWW.PAOLATAX.COM)**

NOTE: Due to new mandatory requirements for documentation implemented by the IRS they are requiring we have more detailed information in our file to prepare your yearly tax return. This information is needed to avoid harsh penalties to the tax preparer and you, the tax payer, in the event of a Due Diligence audit. We thank you for your assistance in furnishing the information to retain in your file with Paola Tax and Accounting.