Innovative Tax Solutions

TAX PREPARATION ORGANIZER — PERSONAL DOCUMENT CHECKLIST

(Please check each box and upload or attach the documents that apply.)

A. PERSONAL INFORMATION

☐ **Taxpayer & Spouse Full Names** _____
☐ **Driver's License or State ID** (front/back)
☐ **Bank Account Info for Direct Deposit/Direct Debit: (Please leave blank if you plan to pay balance independently.)**
Routing #: _____ Account #: _____
☐ **Copy of Prior-Year Tax Return for new clients** (federal & state, all pages)
☐ **IRS or State Letters/Notices Received** (upload all pages)

B. WAGE & SALARY INCOME

☐ **W-2 Forms** for all jobs (taxpayer & spouse)
Employer(s): _____

☐ **Tips from customers** (cash, credit, or shared tips) Total amount of reported tips:_____

☐ **Overtime pay** (above your regular hourly rate) Approximate amount of overtime pay:_____

C. INTEREST, DIVIDEND & INVESTMENT INCOME

☐ **1099-INT** (interest)
☐ **1099-DIV** (dividends)
☐ **1099-B** (brokerage statements — *upload complete year-end statement*)
☐ **Year-End Brokerage Statements** (all pages)
☐ **1099-D/ Crypto Gain/Loss Report** (Coinbase, Robinhood, etc.)
☐ **1099-OID** (original issue discount)
☐ **1099-K** (payment app income if issued)

D. RETIREMENT INCOME & CONTRIBUTIONS

☐ **1099-R** (pensions, annuities, IRA distributions)
☐ **SSA-1099** (Social Security)
☐ **5498** (IRA contributions)
☐ **1099-SA / 5498-SA** (HSA distributions/contributions)
☐ **RMD Statements**

H. REAL ESTATE SALES

☐ **Form 1099-S**
☐ **Closing Disclosures / Settlement Statements**
☐ **Cost basis documentation**
☐ **Receipts for improvements**
☐ **Appraisals (if needed for inherited property)**

I. EDUCATION

☐ **1098-T** (tuition)
☐ **Student loan interest (1098-E)**
☐ **Scholarship or grant statements**
☐ **529 Plan distribution (1099-Q)**

J. DEPENDENTS

☐ **Childcare Provider Statement**
Provider Name: _____ EIN/SSN: _____
☐ **Adoption expenses**
☐ **Birth certificates (first-year clients only)**

K. HEALTH COVERAGE

☐ **1095-A** (Marketplace)
☐ **Health insurance premiums if self employed**

L. DEDUCTIONS & CREDITS

☐ **Mortgage Interest (1098)**
☐ **Property Tax Bills (paid)**
☐ **Charitable contribution receipts**
☐ **Cash donations**: $_____**Non-cash donations (Goodwill, etc.)** — provide receipts
☐
☐ **Energy-efficient home upgrades receipts** (windows, doors, insulation, roof, solar, heat pump)
☐ **EV purchase documentation**
☐ **Medical expenses** (if substantial and necessary)
☐ **State estimated payments**
☐ **Federal estimated payments**

☐ **Did you purchase a new personal vehicle (assembled in the US) and pay interest on a loan used to buy it? If yes, interest paid: _____**

☐ **Qualified expenses paid by educators: _____**

M. OTHER INCOME

☐ **1099-MISC** (rents, prizes, royalties)
☐ **1099-G** (unemployment or state refund)
☐ **Alimony received if divorced before 2019.**

☐ **1099-C** (cancellation of debt)
☐ **W-2G** (gambling winnings) + **Casino win/loss statements**
☐ **Legal settlement documentation**

N. ESTATES & TRUSTS

☐ **K-1s from estates or trusts**
☐ **Estate income statements**
☐ **Trust documents** (first-year client)
☐ **Date-of-death valuations**
☐ **1099s issued to estate/trust**

O. FOREIGN ASSETS

☐ **Foreign bank accounts (FBAR information)**
☐ **Foreign income statements**
☐ **FATCA forms or reports**

P. FINAL NOTES

Please upload all documents using:
☐ **Secure client portal**
☐ **Encrypted email**
☐ **Physical drop-off**
☐ **Mail (include tracking)**

Additional notes or special situations:
