

Checklist – 2024

Required: Name & email _____

(For 2023 tax returns)

Required: Phone _____

Required: Sign & date _____

- Y or N **Required:** Any change in address, dependents, email, or job description?
- Y or N **Required:** Did you report ALL income? **CASH WORK**, tips, bartering, rental income, etc. And are all deductions and expenses reported to us accurately?
- Y or N **Required:** In 2023, did you receive, sell, dispose of, or exchange any financial interest in any virtual currency (bitcoin, etc.) or nonfungible tokens (NFT)? No change in holdings is **NO**.
- Y or N **Required:** In 2023, did you have any financial interest in a foreign bank or investment account?
- _____ **Required:** If you want **direct deposit** of your refund, we need: the name of bank, routing number, account number, and whether it is a checking or savings account (**a copy of a check is preferred**). Otherwise, it defaults to a check in the mail.
- YES** **Circle YES if bank info is same as last year - BE SURE! If in doubt, give us a copy of a check.**
- Y N NA **Required:** Have you created an account on our **Secure Portal**? Even if you cannot scan documents to us, we can easily and securely send them to you, and bill you by **credit card**. Please note that we are expecting **payment before filing the return**, so plan on sending payment with the efile forms.
- _____ NA **Required:** copy of **Driver's License if expired** last year (required if a **NEW CLIENT**).
- _____ NA **Please write the TOTAL of MONETARY CHARITABLE CONTRIBUTIONS** on the line.
- _____ NA Please give us a total for the approximate thrift shop value of **NON-CASH donations**.
- _____ **ALL 1099 and 1098 FORMS** (interest, dividends, stock sales, mortgage interest, etc). Includes **W-2, 1099-R, 1098, 1099-K, 1099-NEC, 1099-Misc, Social Security, K-1, IRA & 401(k) distributions, Unemployment Compensation, gambling winnings and losses, HSA contributions (5498-SA) and distributions, any other types of income**. If an **HSA** distribution, was it all used on medical?
- _____ NA **Estimated payments** (both federal and state, including **amounts and dates paid**).
- _____ NA **If SELF-EMPLOYED (not W-2 workers)** give us **2023 income and expenses, business miles** and total miles on vehicle for the year, **Office in Home** expenses, equipment bought or sold with details.
- _____ NA Property tax, mortgage interest, home equity interest (not deductible unless spent on house), points, and **CLOSING STATEMENTS for home sale, purchase or refinance**.
- _____ NA **SALE OF INVESTMENTS**, including **COST, proceeds, and dates of transactions** (if you received a **1099-B**, you have a sale). Please ask your broker for cost basis.
- _____ NA Tuition, books, fees from kindergarten to college (**COLLEGE MUST HAVE 1098-T**); student loan interest, Section 529 Plans, or Illinois college plan contributions, distributions, or rollovers.
- _____ / _____ **TEACHERS (K-12):** amount spent on classroom supplies (\$300 max) & your IL Teacher License #.
- _____ NA **Totals** for medical expenses (must exceed 7.5% of income), including **health insurance premiums** (not pre-tax), miles, long term care premiums, and **Form 1095-A** if you had an **Obamacare** subsidy.
- _____ NA **Child care expenses** (includes pre-school & day camp) and **provider's SS # or EIN**, and address.
- _____ NA Other: **energy credits** on home, anyone else you support, large **sales tax, electric vehicle** bought.