

# TAX PREP CHECKLIST

What you need to bring to file your 2022 taxes

# Please bring completed intake form to your appointment. If you are a new client, please bring a copy of your last year's tax return.



#### PERSONAL INFORMATION:

- SSN or ITIN, full names, and birth dates for each person included on your return
- Photo ID for you and your spouse
- Bank account information if you would like to use Direct Deposit
- Daycare information for your children including how much was paid for each child and the name, SSN or EIN, ITIN, and address of the daycare provider.



### INCOME/RETIREMENT/INVESTMENTS:

- All forms that say W-2, 1099, 1098, SS, or Schedule K-1
- Account of alimony received or paid and ex-spouse's SSN
- Interest and Dividend income statements
- Stock sale statements and initial purchase price of anything sold
- Profit & Loss statement for any Rental Properties or Businesses that you own. (see reverse side for further help)
- Records of any contributions you made to any IRAs or retirement plans outside of work



#### **DEDUCTIONS:**

- Form 1098 mortgage interest
- Property tax statements
- Total of charitable contributions given in money
- Total of charitable contributions given in non-cash donations (DI, Goodwill, etc)
- Total of medical and dental expenses paid out of pocket (These can only count if they are very large over 7.5% of your income. So, if your expenses are minimal, you don't need to bother totaling them. Do not count pre-tax premiums paid through your employer)



#### **EDUCATION:**

- Form 1098-T for you or any dependents with higher education expenses (find on school website)
- Amount of tuition and expenses paid for higher education, including books and supplies (K-12 expenses do not qualify. Housing expenses do not qualify).
- Student Loan Interest statements



#### **HEALTHCARE:**

- Form 1095-A, if you are enrolled in an insurance plan through the Marketplace (find at Healthcare.gov)
- HAS Forms 5498 and 1099-SA, showing contributions and distributions from your account. You may need to login to your HAS and print these.



#### OTHER:

Amounts paid for energy improvements (solar, etc.)

FOR MORE SPECIFIC GUIDELINES PLEASE CONTACT US.

BUSINESS AND RENTAL PROPERTY CHECKLIST



#### **BUSINESS & SELF-EMPLOYMENT**

#### Things you need to bring to file:

- Business Name
- Federal ID Number
- Name, Birthday, SSN, Address, & phone number of each owner
- Profit and Loss Statement (this is a list of your total income and expenses by category. See example below).
- Balance Sheet (only if your revenue was over \$250,000).
- List of any depreciated property that was sold during the year.
- List of any new large equipment or capital that was purchased during the year.

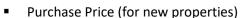
#### **Business Profit & Loss**

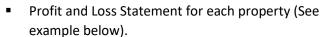
INCOME
Total of all 1099s & business-related
income
EXPENSES
Totals by category
Materials and Supplies (your cost)
Credit Card Processing Fees
Advertising/Marketing
Car & Truck Expense
Office Expense (paper, ink, etc)
Taxes & Licenses
Continuing Education
Interest
Labor Paid
Legal & Professional
Rental Expense
Travel
Cell Phone (list 100%)
Internet (list 100%)
Uniforms
Cleaning Supplies
Repairs/Maintenance
Insurance
Utilities
Dues & Subscriptions
Meals (List 100%)
OTHER:
Beginning Inventory (your cost)
Ending Inventory (your cost)
New Product or Materials Purchased
# of Business Miles Driven
# of Days out of Town Business

## **RENTAL PROPERTIES**

### Things you need to bring to file:







 Closing documents for any properties sold during the year

#### **Rental Property Profit & Loss**

PROPERTY ADDRESS		
INCOME		
Gross Rents Received		
EXPENSES		
Totals by category		
Advertising		
Car & Truck Expense		
Cleaning & Maintenance		
Insurance		
Legal & Professional		
Management Fees		
Mortgage Interest		
Other Interest		
Repairs		
Supplies		
Cell Phone (list 100%)		
Taxes & Licenses		
Utilities		
HOA Fees		
Yard Care/Snow Removal		
Pest Control		

<sup>\*</sup>If you have an expense that doesn't fall into one of these categories just list it separately.

# Please total all your receipts before your appointment.

This helps to save time and keep our prices low.



801.564.1486

www.negretesaccounting.com

<sup>\*\*</sup>Do not include actual mortgage or loan payments.