



NINA WEBBLES CPA PLLC

TAX | BOOKKEEPING | PAYROLL

YEAR-END CHECKLIST FOR INDIVIDUAL INCOME TAX RETURN

This checklist is intended to help you gather information I will need to prepare your tax return. Not all items will apply. This is not an exhaustive list so you may have documents or information that needs to be provided that is not included. Please provide all items pertinent to your tax return which may include items not on the checklist.

- Copy of most recent tax return filed (if new client and a copy has not already been provided)
- Tax id numbers (social security numbers) and dates of birth are required for taxpayer, spouse and dependents
- Identity Protection PIN (IP PIN) if applicable
- Copy of divorce decree if alimony paid or received, or the agreement discusses custody of dependents
- Signed Form 8332 if you are the noncustodial parent of a child you will be claiming as a dependent
- Voided check for direct deposit or electronic funds withdrawal
- Copies of any federal or state tax correspondence received during the year
- W-2 forms and last pay stub of the year (pay stub is not required but can be helpful in some cases)
- 1099 forms for interest, dividends, sales, retirement distributions, social security benefits, self-employment income, unemployment benefits, and other income
- Names, addresses and social security numbers of individuals from whom you received interest, or to whom you paid interest
- Stock Option sales including Form 1099-B and a supplemental brokerage statement showing amounts already reported as income on the employee's W-2
- Cryptocurrency (examples include Bitcoin, Litecoin, Ethereum, etc.) transaction detail
- Form 1099-S (if issued) and closing statements for any sales, purchases or refinances during the year
- Form 1099-C or Form 1099-A for cancellation of debt
- Form W-2G for gambling winnings and statement or proof of losses if itemizing deductions
- Form K-1 for any interest in a pass-through entity (partnership, s-corporation, trust or estate)
- Form 1099-R for distributions or rollovers from certain plans (retirement, annuities, insurance contracts)
- Form 5498 or year-end statement showing IRA (Roth, Traditional, SEP, Simple) contributions for the tax year
- Basis and value of IRAs (Traditional, SEP, Simple) if you took distributions and have basis (non-deductible contributions made to the plan) OR you converted part or all of your IRA to a Roth IRA during the year
- Form 5498 if you made contributions to a Health Savings Account (HSA) for the tax year
- Form 1099-SA if you used funds or took distributions from a Health Savings Account (HSA) during the year
- Form 1098-E for student loan interest paid
- Form 1098-T for tuition paid and a statement from the school showing amounts paid during the year (also include receipts for non-institution expenses such as books and computers if the student was in the first 4 years of postsecondary)
- Form 1099-Q for distributions from education savings plans
- Form 1095-A Health Insurance Marketplace Statement
- Childcare provider information including name, address, tax id number, and amount paid per child (this is needed even if you have a childcare flex account through work)
- If itemizing deductions:
 - Property tax statements
 - Form 1098 for mortgage interest paid
 - Amount of cash donations (for any contribution of \$250 or more you should keep a record of the contemporaneous written acknowledgement from the qualified organization)
 - Details of noncash donations including date donated, name of organization, brief description of donated items, and fair market value

- Form 1098-C for donated motor vehicles, boats, and airplanes
- Out-of-pocket medical expenses (only deductible if over 7.5% of adjusted gross income)
- Amount and dates of estimated taxes paid to the IRS and state government agencies
- Statements for assets held outside the United States showing income and account balances (account balances only needed if the aggregate balance of all accounts was over \$10,000 during the year)

FOR BUSINESS OWNERS AND LANDLORDS

- All Forms 1099 received
- Income and expenses for any business or rental property you own (expenses should be categorized). *If you use QuickBooks Online or other online accounting software, you can add me as an Accountant User. If you use QuickBooks Desktop, you can send a backup copy of your company file.*
- Sales breakdown by state, if applicable
- Year-end payroll summary and Form W-3
- Business and personal mileage for the year for each vehicle
- Total square footage and square footage used regularly and exclusively for business if your home office is your principal place of business
- Invoices or receipts for the purchase or sale of any assets including trade-ins
- Copies of any new leases signed during the year
- Copies of any new bank loans obtained during the year

FOR MINNESOTA RESIDENTS

- Education expenses for children in K-12 during the tax year including tuition, school supplies, fees for after-school and summer enrichment programs including fine arts (art, theater, music, dance), and computer hardware and software. Name of instructor/organization and type of class is required for enrichment programs. Go to <https://www.revenue.state.mn.us/qualifying-expenses> for a list of qualified and non-qualified expenses.
- For the Education Savings Account Contribution or Subtraction, the following is needed for each 529 college savings plan account: name of financial institution, account number, first and last name of beneficiary, amount contributed during the year, amount distributed during the year.
- For the Student Loan Credit: total loan payments made during the year towards your own student loans (this includes both principal and interest) and the amount of qualified student loans used to pay for your postsecondary education

NEW THIS YEAR DUE TO COVID-19 TAX RELIEF

- IRS Form 1444 Your Economic Impact Payment OR the amount you received from the IRS for your Economic Impact Payment (EIP). You may have received this payment by check or direct deposit. We need to reconcile this payment on your 2020 tax return so its important to report the accurate amount received.
- Cash contributions even if not itemizing deductions. The CARES Act included an above-the-line deduction of up to \$300 of cash contributions for the 2020 tax year for individuals not itemized deductions.

FOR BUSINESSES

- All 4 quarters Form 941 for 2020
- Copy of your PPP loan document, if received. *Please ask your banker for and obtain the related SBA-assigned PPP loan number, which is different from the bank loan number.*
- If you received an EIDL loan or grant please provide the amount, date received, and loan number
- If you received any other loans or grants please provide the amount, date received, name of the organization who sent the funds, and a description of the loan or grant