BACON & GENDREAU
TAX PREPARATION

Tax Preparation Checklist

Please bring all applicable forms to your tax preparation appointment.

Personal Information

- ☐ Social Security Card(s) (if a new client)
- ☐ Driver's License(s) (if a new client)
- ☐ Prior two years of tax returns (if a new client)
- ☐ Identity Protection PIN(s), if opted in (new PIN issued annually)

Dependent(s) Information

- ☐ Dependents' Social Security Numbers and Dates of Birth (if a new client or new dependent)
- ☐ *Form 8332* Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent, if applicable

Sources of Income

Employment Income

- ☐ *Form W-2* Wage Statements

Unemployment Income

- ☐ IRS *Form 1099-G* Unemployment Compensation
- ☐ CT *Form UC1099-G* Unemployment Compensation (Obtain online at www.ctdol.state.ct.us/)

Self-Employed

- ☐ *Form 1099-NEC* Nonemployee Compensation
- ☐ *Form 1099-MISC* Miscellaneous Income
- ☐ *1099-K* Third Party Transactions
- ☐ Income records for amounts not reported on *1099*s
- ☐ All business income and expense records, including:
  - ☐ Check registers, CC statements, and receipts (See organizer available at bgtax.com/forms-links)
  - ☐ Business-related vehicle expenses (tolls, mileage, taxes, etc.)
  - ☐ Home office information, including sq. ft of office and entire home

State Tax Refund

- ☐ *Form 1099-G* State Income Tax Refund Amount (obtain online, if applicable)

Rental Income

- ☐ Income and expenses from rentals (organizer available at bgtax.com/forms-links)
- ☐ Rental asset information (cost, date placed in service, etc.) for depreciation

Retirement Income

- ☐ *Form 1099-R* Distributions from Pension/Annuity/IRA
- ☐ *Form SSA-1099* Social Security Benefit Statement
- ☐ Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed
- ☐ *Form RRB-1099* RRB Tax Statement

Investments or Dividends

- ☐ *Form 1099-INT* Interest Income
- ☐ *Form 1099-DIV* Dividend Income
- ☐ *Form 1099-OID* Original Issue Discount
- ☐ *Form 1099-B* Information of Sales of Stocks or Bonds (including original cost)
- ☐ *Form 1099-S* Proceeds from Real Estate Transactions
- ☐ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on *1099-B*)
- ☐ Records of any virtual currency transactions

Other Income

- ☐ *Form 1099-SA* Distributions from a Health Savings Account
- ☐ *Form 1099-Q* Payments from Qualified Education Programs (529 plan or Coverdell ESA)
- ☐ *Form 1099-LTC* Long Term Care Benefits Payments
- ☐ *Schedule K-1* Income from Partnerships, S Corporations, Trusts, and Estates
- ☐ Alimony received, including SSN of ex-spouse and Divorce Decree
- ☐ *Form W-2G* Lottery or Gambling Winnings, and records showing income and expenses
- ☐ *Form 1099-C* Cancellation of Debt
- ☐ *Form 1099-A* Abandonment of Secured Property
- ☐ *Form 1099-MISC* Prizes, awards, or royalty income

Deductions

Home Ownership

- ☐ Record of Purchase or Sale of Residence (HUD Settlement Closing Statement)
- ☐ Real estate taxes paid (obtain from city/town website)
- ☐ *Form 1098* Mortgage or Home Equity Loan Interest Statement
  - ☐ If a Home Equity Loan, documentation of home improvements or explanation of alternate use of funds

Charitable Donations

- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☐ Records of non-cash charitable donations (>$500 requires detailed information)
- ☐ Mileage driven for charitable purposes

Medical Expenses

- ☐ *Form 5498-SA* Health Savings Account contributions
- ☐ Health insurance and long-term care premiums paid (after tax premiums)
- ☐ Medical expenses paid for insurance and to doctors or hospitals, eyeglasses, prescriptions, therapy equipment, hearing aids, bandages, crutches, therapy pool, and dental expenses (including mileage) See *Publication 502* on IRS.gov.

Health Insurance

- ☐ *Form 1095-A* Health Insurance Marketplace Statement (if enrolled through the Exchange

Child Care Expenses (under age 13 or disabled)

Required: Name, Address, and SSN or Federal ID # of provider

- ☐ Fees paid to a licensed day care center or family day care for care of an infant or preschooler
- ☐ Fees paid to a qualified day camp

(Don't include expenses paid through a flexible spending account at work)

Educational Expenses

- ☐ *Form 1098-T* Tuition Statement from educational institutions (accounting transcript from college needed)
- ☐ *Form 1098-E* Student Loan Interest Statement
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarships or fellowships received
- ☐ Receipts for classroom expenses (includes PPE) up to $250 (for educators grades K-12)

State or Local Sales Taxes Paid

- ☐ Amount of state/local taxes paid (other than wage withholding), or amount of state/local sales taxes paid
- ☐ Personal property (motor vehicle) taxes paid (obtain from city/town website)
- ☐ Invoice showing vehicle sales tax paid

Savings

- ☐ *Form 5498* IRA Contributions
- ☐ *Form 5498-ESA* Coverdell ESA Contribution Information
- ☐ CHET contributions and account number

Miscellaneous Deductions

- ☐ Estimated tax payment receipts
- ☐ Alimony paid, SSN of recipient and Divorce Decree required
- ☐ Foreign taxes paid
- ☐ Gambling losses up to the amount of reported winnings

Other

- ☐ *IRS Letter 6419* Total Advance Child Tax Credit Payments
- ☐ *IRS Notice 1444-C* Your 2021 Economic Impact Payment
- ☐ Bank name, routing number and account number for direct deposit (cancelled check)
- ☐ Other account number for direct deposit if desired (savings, money market, health, or education accounts or certain IRAs)

Bacon and Gendreau Tax Preparation
62 LaSalle Road, West Hartford, CT 06107
860-216-2195 bgtaxct.com