



If you choose to file your tax returns with us Virtually or Face-to-Face at one of our offices, here is a detailed Checklist to help guide you and prepare for your tax return appointment.

Call, Email, or Request online to schedule a virtual appointment with one of our Offices.

Hialeah Tax Office
4250 E 4th Avenue
Hialeah, FL 33013
305-822-4231

Davie Tax Office
6907 Stirling Road
Davie, FL 33314
954-318-0800

Personal Information

- ☐ Your Driver's License, Passport, or other State/Federal Identification
- ☐ Your Social Security card with your number or an Issued ITIN
- ☐ Your spouse's Driver's License, Passport, or other State/Federal Identification
- ☐ Your spouse's Social Security card with your number or an Issued ITIN
- ☐ A Copy of Last Year's Federal and State Income Tax Returns

Dependent(s) Information

- ☐ Date(s) of birth
- ☐ Social Security numbers or an issued ITIN (cards are required for first year clients or if this is a new dependent)
- ☐ Income of dependent over the age of 18 and not attending School
- ☐ Form 8332 Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent (if applicable)

Sources of Income

- **Employed/Unemployed**
 - ☐ Wage/Salaried Income (W-2)
 - ☐ Unemployment Income (1099-G)
- **Retirement Income**
 - ☐ Pension or Retirement income – IRA's, Annuity's, 401(k), 403(B), Drop Program (1099-R)
 - ☐ Social security/RRB income (1099-SSA, RRB-1099)
- **Interest, Dividends, and Investment Income**
 - ☐ Interest & Dividend income (1099-INT, 1099-OID, 1099-DIV)
 - ☐ Income from Sale of Stock or Other Property (1099-B, 1099-S)
 - ☐ Income from Brokerage Accounts (1099 Consolidated)



- ☐ Any cryptocurrency transactions cost and/or sales price (Purchase or Sale)
- ☐ Investment Interest Expenses and Commissions (1099 Consolidated)

- **Self-Employed/Independent Contractors**

- ☐ Forms 1099-NEC, 1099-MISC, Schedules K-1, SE Tax worksheets, and income records to verify amounts not reported on 1099s (Excel spreadsheets)
- ☐ Records of all expenses - Check registers, SE Tax worksheets, credit card expense reports, or Excel spreadsheets with expenses categorized.
- ☐ Equipment, Machinery, Office furniture, Office Equipment, Vehicles purchased by the business (cost, date placed in service, bill of sale, etc.) for depreciation
- ☐ Home Office expenses – Sq. Ft office/Sq. Ft total Home, Insurance, Property Tax, Rent/Mortgage, and Utilities (if applicable)
- ☐ Auto Expenses – Mileage including Parking and Tolls or Actual Expenses (i.e. gas, repairs, insurance, lease paymts, registration, parking, tolls)
- ☐ Health Insurance Premium Costs
- ☐ Retirement Contributions to a SEP, SIMPLE, 401(k), and qualified plans

- **Rental Income**

- ☐ Records of income (1099-MISC) and expenses including small repairs, flooring, and painting
- ☐ Rental Property Purchase information (HUD closing statement) for depreciation
- ☐ Rental Property Remodeling and Asset purchases (i.e. appliances, new roof, fencing, Build-outs, cabinets, A/C)
- ☐ Sale of Rental Property (1099-S or HUD closing statement)

- **Other Income**

- ☐ Lottery or Gambling income and losses (W-2G for income, and Gambling Win/Loss records from casinos or other loss records)
- ☐ Health Savings Account (HSA 1099-SA)
- ☐ Long-Term Care Disbursements (1099-LTC)
- ☐ Jury Duty records
- ☐ Farming Income and Expenses
- ☐ Fishing Income and Expenses (1099-MISC)
- ☐ Prizes and awards (1099-MISC)
- ☐ Trusts & Estates (Schedule K-1)
- ☐ Royalty Income (1099 MISC)
- ☐ Cancellation of Debt (1099-C)
- ☐ Record of Alimony Received and Date of Divorce Decree
- ☐ Prior Years State Refund amount (1099-G)
- ☐ Law Suit Proceeds (Non-Injury portion of Proceeds)

Deductions & Expenses

- **Real Estate/Home Ownership**

- ☐ Form 1098 or Amortization Schedules
- ☐ Real estate and personal Property Tax records
- ☐ Receipts for energy-saving Solar Power additions to home

- **Charitable Donations**

- ☐ Cash amounts donated to Houses of Worship and other Non-Profit charitable organizations
- ☐ Records of non-cash charitable donations
- ☐ Miles driven for charity

- **Medical Expenses**

- ☐ Amounts paid for Health, Dental, Vision, LTC, and Supplemental Insurance Premiums
- ☐ Medical Expenses i.e. Co-Pays, Medications, Lab tests, Dental, Glasses/Contacts, Hearing aids, Braces, MRI, Nursing/Assisted Living Homes, and In Home Care
- ☐ Miles driven for Medical visits and procedures

- **Marketplace Health Insurance (Obamacare/ACA)**

- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)

- **Childcare Expenses**

- ☐ Childcare/Daycare expenses paid to a licensed provider/facility including the provider's tax ID number or Social Security number and address (if applicable)
- ☐ Amounts paid to an individual for Daycare expenses (Must provide a Social Security number, Name, and address)

- **Educational Expenses**

- ☐ Forms 1098-T for Qualified Tuition expenses issued by the Institute (College, State College, or Trade School)
- ☐ Forms 1099-Q from Prepaid College funds
- ☐ Financial Aid record of account from the Institute
- ☐ Records of qualified purchases for Higher education (Computer, Books, Fees)
- ☐ Form 1098-E for Repayment of Student Loan interest



- **Job & Other Expenses**

- ☐ Receipts for classroom expenses (for educators in grades K-12)
- ☐ Record of Moving Expenses (Only for Members of the Armed Forces)
- ☐ HSA Contributions Form 5498-SA (Self-Funded Only not from W-2)
- ☐ IRA Contributions Forms 5498
- ☐ Record of Alimony Paid including Recipient's Social Security Number and Date of Divorce Decree
- ☐ Record of Estimated Tax Payments made (1040-ES with amounts and dates paid)
- ☐ Record of Extension of Time to file with Payments (4868)
- ☐ Net Operating Losses (NOLs) carrying forward with documentation
- ☐ Attorney's Fees for Discrimination Lawsuit

- **State & Local Taxes or Sales Tax**

- ☐ Amount of state/local income tax paid (other amounts not reported on a W-2)
- ☐ Invoice showing amount of vehicle sales tax paid
- ☐ All other Property Tax paid (not including taxes on main home)
- ☐ Record of Sales tax paid on Large purchases (i.e. Car, truck, RV, Boat, Air Plane) or renovations

- **Federally Declared Disaster Area (Natural Disasters)**

- ☐ City/County you live in or own Property in
- ☐ Records to support property losses (Appraisal, Clean-up costs, Insurance Records)
- ☐ Records of Rebuilding and Repair costs
- ☐ Insurance Reimbursements/Claims reasonably expected to be paid
- ☐ Check FEMA website to see all Federally Declared Disaster Areas

- **Other Worksheets & Documents**

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____