

Client Information and Document Checklist

Use legal names exactly as shown on Social Security cards or ITIN letters.

Taxpayer

Full legal name	
Social Security number or ITIN	
Date of birth	
Occupation	
Telephone number	
Email address	
Prior-year filing status	

Spouse if Applicable

Full legal name	
Social Security number or ITIN	
Date of birth	
Occupation	
Telephone number	
Email address	

First time filing? Complete only the parts that apply to you. If you are unsure about an item, leave it unchecked and add a question on the final page.

Your Tax Year Overview

Check every statement that applies to your tax year. This overview helps us identify which later pages and supporting records you need.

- | | |
|--|--|
| ☐ This is my first U.S. tax return | ☐ I bought or sold investments or digital assets |
| ☐ Another preparer prepared my prior-year return | ☐ I received retirement income or took a distribution |
| ☐ I earned income in more than one state | ☐ I attended school or paid education expenses |
| ☐ I own a business or earned self-employment income | ☐ I paid for childcare or dependent care |
| ☐ I received rental property income | ☐ I held J-1 or H-1B visa status |

Major Life Changes

Check any change that occurred during the tax year. Additional documentation may be requested after review.

- | | |
|---|--|
| ☐ Married separated or divorced | ☐ Bought sold or refinanced a home |
| ☐ Birth or adoption of a child | ☐ Started sold or closed a business |
| ☐ Death of a spouse or dependent | ☐ Changed jobs became unemployed or retired |
| ☐ Change in custody or dependent support | ☐ Received an inheritance gift or legal settlement |
| ☐ Dependent began or completed college | ☐ Experienced identity theft or received an IRS or state notice |
| ☐ Moved to or from another state | ☐ Had another significant income or household change |

Residence Change Details

Move date	Taxpayer From state	To state
Move date	Spouse From state	To state

Brief Explanation

Dependent Information

Use legal names exactly as shown on Social Security cards or ITIN letters.

Dependents

Enter the requested information for each dependent. Attach a separate page if more space is needed.

Full Legal Name	SSN or ITIN	Date of Birth	Relationship	Months in Home	Full Time Student	Disabled

INDIVIDUAL TAX RECORDS

Income Payments Credits and Deductions

Individual Income Documents

Document	Taxpayer	Spouse
W-2 wage statements	☐	☐
1099-NEC or 1099-MISC	☐	☐
1099-K payment-platform income	☐	☐
1099-INT interest income	☐	☐
1099-DIV dividend income	☐	☐
1099-B and complete cost-basis report	☐	☐
1099-R retirement distributions	☐	☐
SSA-1099 Social Security benefits	☐	☐
1099-G unemployment or government payments	☐	☐
Rental income and expense summary	☐	☐
Digital-asset transaction report	☐	☐
Alimony records, if applicable	☐	☐
Prizes, awards, jury duty, or other income	☐	☐
Income received without a tax form	☐	☐

Tax Payments

Payment Type	Taxpayer Amount	Spouse Amount
Federal estimated-tax payments	\$ _____	\$ _____
State estimated-tax payments	\$ _____	\$ _____
Federal or state extension payments	\$ _____	\$ _____
Tax-payment plan payments made during the year	\$ _____	\$ _____

Home Health and Giving

Document	Taxpayer	Spouse
Form 1098 mortgage interest	☐	☐
Property-tax statements	☐	☐
Home-sale Form 1099-S and closing records	☐	☐
Medical, dental, vision, prescription, or premium records	☐	☐
Forms 1095-A, 1099-SA, and 5498-SA	☐	☐
Donation receipts, appraisals, acknowledgments, or QCDs	☐	☐

Education Children and Other Credits

Form 1098-T and education payment records	☐	☐
Scholarship and grant statements	☐	☐
Form 1098-E student-loan interest	☐	☐
Childcare provider name address tax ID and amount paid	☐	☐
Adoption expense records	☐	☐
Educator expense summary	☐	☐
Energy-credit invoices and manufacturer certification	☐	☐
Clean-vehicle agreement, VIN, and seller report	☐	☐
Foreign-tax or disaster/casualty-loss records	☐	☐

Business and Self-Employment Documents

Complete this page in addition to the individual sections that apply to you.

- | | |
|---|---|
| ☐ Final profit and loss statement | ☐ Business loan statements and year-end balances |
| ☐ Year-end balance sheet | ☐ Payroll summaries and filed payroll returns |
| ☐ General ledger or transaction detail | ☐ Sales-tax reports and filings |
| ☐ Business bank statements for every month | ☐ Accounts receivable and accounts payable reports |
| ☐ Business credit-card statements for every month | ☐ Owner contributions draws and distributions |
| ☐ Payment-processor annual reports | ☐ Contractor payment report |
| ☐ Sales reports and invoices supporting gross receipts | ☐ Completed Form W-9 for each applicable contractor |
| ☐ Categorized expense summary | ☐ Copies of Forms 1099 already filed |
| ☐ Receipts for major purchases and equipment | ☐ Schedule K-1 received from a partnership S corporation estate or trust |
| ☐ Vehicle mileage log and business-use information | ☐ Entity formation or ownership-change documents |
| ☐ Home-office measurements and expense summary | ☐ Prior-year depreciation schedule if not prepared by our office |
| ☐ Inventory count and valuation | ☐ Support for unusual or one-time transactions |

Business Information

Legal business name	
EIN	
Entity type	
Ownership percentage	
Business address	

J-1 and H-1B Visa Holders

Complete the applicable list in addition to the earlier pages. These records help the preparer evaluate correct return type. Immigration status alone does not determine tax residency.

J-1 Additional Documents

- ☐ Passport biographical page **
- ☐ Every DS-2019 covering the tax year **
- ☐ Most recent I-94 **
- ☐ U.S. entry and departure history for current and prior years
- ☐ First date of entry in J-1 status
- ☐ Prior U.S. visa types and dates
- ☐ 1042-S if issued
- ☐ Scholarship fellowship stipend or grant letter
- ☐ Sponsor or program statement
- ☐ Previously filed Form 8843
- ☐ Older 1040-NR or dual-status returns not already provided, if relevant
- ☐ Treaty documents or Form 8233 if used
- ☐ Dependent visa records if applicable

H-1B Additional Documents

- ☐ Passport biographical page **
- ☐ Current I-797 approval notice **
- ☐ Most recent I-94 **
- ☐ U.S. entry and departure history for current and prior years **
- ☐ First date of entry into the United States **
- ☐ Prior U.S. visa types and dates **
- ☐ Relevant foreign-income records **
- ☐ Foreign-tax payment records if applicable **
- ☐ Foreign financial-account information if applicable
- ☐ Older 1040-NR or dual-status returns not already provided, if relevant
- ☐ Dependent visa records if applicable

Do not upload duplicates. Do not provide another copy of a W-2, 1099, state ID, Social Security card, or ITIN letter if it is already included elsewhere. Please make sure to upload starred items, they are mandatory document requirements.

Secure Document Upload and Final Review

Prepare Your Files

- ☐ Scan every page clearly and right-side up
 - ☐ Confirm each form includes all pages
 - ☐ Remove passwords from files before uploading
 - ☐ Remove duplicate files
 - ☐ Label corrected forms with CORRECTED
 - ☐ Social Security card or ITIN letter
 - ☐ Identity Protection PIN letter, if issued
 - ☐ Prior-year federal and state returns if not prepared by our office
 - ☐ Use the file name format LastName Document Year
- Example: YourLastName W2 2026.pdf

Upload to Your Secure Folder

Upload sensitive documents only through your assigned secure folder. Do not send Social Security cards, state IDs, bank details, or tax documents through ordinary email or text message.

- ☐ I uploaded each document to the matching portal category
- ☐ I uploaded each document only once
- ☐ I entered State ID info and uploaded the FRONT AND BACK of each State ID in the portal.
- ☐ I entered bank information and uploaded the supporting bank document in the secure portal
- ☐ I identified missing or expected documents below
- ☐ I included one note explaining questions or unusual transactions

Missing Items Questions and Expected Dates

Bank Information

Enter bank information only in the secure portal. Enter the bank name, routing number, account number, and account type there. Upload a voided check or bank verification document in the portal. Do not write banking numbers on this checklist.

- ☐ Bank information entered and supporting bank document uploaded in secure portal

Client Confirmation

- ☐ I have provided all documents currently available
- ☐ I understand that additional information may be requested
- ☐ I understand preparation may wait until required information is received

Client name

Signature

Date

This checklist is a general document-gathering guide and does not provide tax, legal, or immigration advice. Required documents depend on your facts, filing status, tax residency, state, income sources, and business activity.