

Here is a basic checklist of information to start organizing for your 2020 tax return. If you're fully prepared for your tax appointment, you'll save time and help ensure that you receive all the tax benefits, credits and deductions allowable. As you receive all the important tax documents at the beginning of 2021, file them with this checklist along with any notices that you may have received from IRS, Franchise Tax Board, or other state agencies.

Please remember that you can always call our office if you should have any questions (408) 642-1322.

Personal Data

- Social Security numbers and date of birth for yourself, spouse and dependents
- Dependent Care (Child-Care) expenses.
- Name of organization or Person
- Tax ID or Social Security Number
- Address and phone number
- Expenses can be deducted for children under 13 regardless of income
- Expenses include Transitional Kindergarten, Pre-School, after school care and Summer camp. This deduction cannot be taken if one of the spouses is not working, except if he/she is looking for work or attending school.
- W-2 forms for 2020
- K-1 forms: Partnership and trust income
- 1099 R forms: Pensions and annuities, retirement plan distributions
- Alimony and Child Support received is not taxable
- W2-G forms: Gambling and lottery winnings
- 1099-MISC: Prizes and awards, scholarships and fellowships, jury duty pay
- 1099 -NEC: A new IRS form for independent contractors
- 1099-G: State and local income tax refunds, unemployment income
- 1099-SSA: Social Security Benefits
- 1099-INT: Interest-income statements
- 1099-DIV: Dividend-income statements
- 1099-B: Stock Sales Proceeds from broker
- If enrolled in an RSU and/or Stock purchase plan, your broker or company may have a "Supplemental" file. Please print this out and bring to your tax preparer.
- If you had more than \$10,000 in aggregate value of FOREIGN financial accounts on any day of the year let us know. You may have special filing requirements
- Form 1098: Mortgage interest & Property taxes paid
- 1099-S for sale of residence,
- 1099-A or 1099-C for foreclosure, short sale or cancelled credit card debt
- Final Escrow Closing Statement for sale or purchase of property or residence
- Rent paid during tax year, landlord name, address and phone number
- Moving expenses Deductible Items-if you were on active duty with the military
- 1098-E: Student loan interest paid
- 1098-T: Education expenses
- Alimony and Child Support paid is not deductible
- Vehicle license fees from DMV renewal

Alimony and Child Support paid is not deductible

Charity for cash contributions to churches, temples, charity organizations, etc.

Receipts are optional

Include any donations to Goodwill, Charity, etc. Receipts are optional

Employee expenses are no longer deductible

Medical expense, receipts are optional

Business, Farm and Rental Information

- Business-related expenses; inventory report, payables, and receivables ledger, receipts are optional
- All major purchases such as machinery, equipment and furniture receipts are optional
- Auto Mileage for deduction of business use of vehicle. Having a log is suggested in case of audit, but not needed to prepare taxes.
- Self-employed health insurance premiums
- Federal and State Estimated tax payments: date and amount of each tax payment made for 2020
- Form 1095-A Covered California Health Insurance. Get form from your Health Provider

If you did not receive the first Stimulus check last year and/or the second Stimulus check this year, please let us know. You can request for it on this year's tax return.

Money from the Stimulus is NOT TAXABLE.

If you did not do your tax return with us last year, please bring in your last year's tax return.