HARTMAN, BLITCH & GARTSIDE
CERTIFIED PUBLIC ACCOUNTANTS

PERSONAL TAX CHECKLIST

Please complete applicable information and return with ***COPIES of your other supporting documents. Provide only total amount for each specific category*** *(if it applies to you) in the spaces provided. Save your receipts, but* ***please don't send actual receipts.***

Previous Year's Tax Return *(if we didn't prepare it)*

Estimated tax payments: federal/state; dates & amounts paid:___________________________________

Wage Statements

- Form W-2
- Form 1099-NEC *(if applicable)*

Additional Income

- Interest and Dividend Income (Form 1099-INT/Form 1099-DIV)
- Broker 1099 Package
- Unemployment Income (Form 1099-G)
- Social Security Income (Form SSA-1099)
- Pension/Retirement (Form 1099-R)
- Railroad Retirement (Form 1099-RRB)
- K-1s (S-corporations, partnerships and trusts)
- Rental Property (income and expenses for each property)
- Trusts/Estates
- Alimony Received or Paid:______________
- Information on Crypto Currency Transactions

Standard Deductions: 65 and Older; or Blind:

Single: $13,850	Add $1,850
Married (joint): $27,700	Add $1,500
Head of Household: $20,800	Add $1,850

Mortgage or Home Equity Loan Interest Paid (Form 1098)

Real Estate and Personal Property Taxes Paid (Form 1098)

(Complete the following only if your deductions total is more than the standard deduction listed above.)

Medical, Eye Care and Dental Expenses	**(enter total amount here):** ______________
Health Insurance Premiums (Form 1095 A-C)	**(enter total amount here):** ______________
Charitable Deductions	**(enter total amount here):** ______________
Casualty/Theft Losses	**(enter total amount here):** ______________
IRA/Health Savings Account (HSA) Contributions	**(enter total amount here):** ______________
Childcare Expenses/Tuition & Education Fees (Form 1098-T)	**(enter total amount here):** ______________
State Income Tax Refund Amount *(if applicable)*	**(enter total amount here):** ______________
Record of Purchase/Sale of Residence *(closing statement)*	**(enter total amount here):** ______________

Start Early!

Please submit documents early: *February is best*; first half of March is fine; April likely means filing an extension.

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TAX SEASON
CHECKLIST FOR BUSINESSES

Previous Year's Tax Return *(if we didn't prepare it)*

Financial Business Reports:
Back-up of QuickBooks file
Profit and loss statement (revenue & expenses categorized)
Balance sheet including assets & liabilities
General ledger details
1099s received
Info on ERTC, PPP, EIDL and any other federal/state/local/covid/pandemic assistance

Asset Information
Receipts, documents or reports related to your assets & fixed assets you've bought, sold or depreciated during last year

Loan Information
New Loan agreement(s)
Loan statements as of the end of the year

Statements Supporting Financials
Bank statements for 12/31
Credit card statements for 12/31
1098 mortgage interest & property taxes form

Other Deductible Expense Information
Home office deduction
Mileage log (if vehicle used for business)
Donations

Payroll data
Copies of employees' W-2s, W-3s and 1099-NEC

Ownership Changes
Provide name, social security number, and address of any new owners and effective date
Provide date any owner had a change in ownership percentage

Start Early!

Please provide documents as soon as possible.

Extensions will be filed for **S-corporations and partnerships by February 15th.**

Extensions will be filed for **C-corporations by March 15th.**

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