

Tax Checklist 2025

The beginning of a new year brings the need to recap the previous one for Uncle Sam. Here are some tips and a checklist to help get you organized.

- **Look for your tax forms.** Forms W-2, 1099, and 1098 will start hitting your inbox or mailbox in the next couple of weeks. If you have not already done so, review last year's records and create a checklist of the forms to make sure you get them all.
- **Collect your tax documents using this checklist.** Using a tax checklist or last year's tax return, sort your tax records to match the items on your tax return.

Personal information (yours, your spouse, and dependents)

- ☐ SSNs or ITINs, full names, dates of birth, address, phone numbers, and email address.
- ☐ Bank account and routing numbers, if you would like to direct deposit your refunds into your bank account
- ☐ Copies of last year's tax return for you and your spouse (**New clients only**)
- ☐ Identity Protection Pin (IP PIN): If you received an **IP PIN letter from the IRS**. Please provide us with a copy. In case you lost the IRS letter, you can go to this website [retrieve IP PIN](#) to get your IP PIN number

Healthcare

- ☐ Form 1095-A, if you enrolled in an insured plan through the Marketplace (Covered CA)
- ☐ HSA forms 1099SA (distribution) and 5498A (contribution)
- ☐ Medical Savings Account (MSA) contributions if any

Taxable income

- ☐ W-2 form(s) for you and your spouse from all employers.
- ☐ 1099-B & 1099-DA, if you sold stocks, bonds, mutual funds, Bitcoin, etc. (from your stockbroker)
- ☐ 1099-G, forms for unemployment income **from EDD**, or state or local tax refunds
- ☐ 1099-K, forms for receiving income from a third-party provider (i.e., Venmo, Apple Pay, etc.)
- ☐ 1099-R, Form 8606 for payments/ retirement distributions from IRAs or retirement plans **401K**
- ☐ 1099-S, sold of Real Estate
- ☐ 1099's, forms for interest, dividends, gambling wins, cancellation of debts, etc.
- ☐ K-1's from partnerships, LLCs, or S Corporations
- ☐ Alimony received (for divorce before or on 12/31/2018) remain as taxable income.
- ☐ Business or farming income- profit/loss statement, capital equipment information
- ☐ Rental property income and expenses: profit/loss statement, suspended loss information
- ☐ Foreign bank/investment account information: Address, name of bank, account number, highest value during the year

Expenses / deductions

- ☐ Form 1098-E for student loan interest paid (or loan statements for student loans)
- ☐ Form 1098-VLI for new personal car loan interest
- ☐ Form 1098-T, education expenses (receipts/cancelled checks for school supplies paid for post-high school)
- ☐ Records of IRA contributions made during the year
- ☐ Alimony paid (for divorce before or on 12/31/2018) still can remain as deduction.
- ☐ Childcare costs: provider's name, address, telephone number, tax ID, and amount paid.

Itemized deductions

You'll need the following documentation to make sure you get all the deductions and credits you deserve:

- ☐ Form 1098: Mortgage interest, private mortgage insurance (PMI), and points you paid
- ☐ Real estate and personal property tax records
- ☐ State and local income taxes paid
- ☐ Medical and dental expense records
- ☐ Charity contributions,
 - Records of cash amounts donated to church, schools and other charities.
 - Records of charitable non-cash donations (i.e. to Goodwill, etc.)
- ☐ Closing statements if you bought or refinanced any property in 2024 year.
- ☐ If you sold your home, closing statements, California Form 593, Real Estate withholding tax statement.

Tax credits

- ☐ Energy efficiency improvements tax credits – provide record of cost and date of installation

Business clients

- ☐ Business income and expenses (totaled by categories)
- ☐ Estimated tax payments made during the year
- ☐ Payroll summary report

If you aren't sure whether something is important for tax purposes, retain the documentation. It is better to save unnecessary documentation than to later wish you had the document to support your deduction.

- **Clean up your auto log.** You should have the necessary logs to support your qualified business miles, moving miles, medical miles and charitable miles driven by you. Gather the logs and make a quick review to ensure they are up to date and totaled.
- **Coordinate your deductions.** If you and someone else share a dependent, confirm you are both on the same page as to who will claim the dependent. This is true for single taxpayers, divorced taxpayers, taxpayers with elderly parents/grandparents, and parents with older children.

***** With proper organization, your tax filing experience can be timely and uneventful. *****