

Name(s): \_\_\_\_\_ *Married couples answer for both on one checklist.*

**Checklist**

*This checklist will help us complete a better, more complete tax return. While most questions will not apply to you, every question has applied to one of our clients in previous years.*

*If you are uncertain how to answer a question, put a question mark so we can discuss the issue.*

*Married couples please fill out one checklist for both. Make notes where needed to clarify.*

**Please sign the checklist.**

**Personal Information**

**Yes No Unsure**

- Have you changed your name during the year?  
*If "Yes", explain \_\_\_\_\_*
- Did your address change during the year?  
*If "Yes", current address \_\_\_\_\_*
- If "Yes" have you filed Form 8823 Change of Address with the IRS?
- Did your marital status change during the year?  
*If "Yes", explain \_\_\_\_\_*
- Are you (and/or your spouse) a US citizen or a green card holder?
- Are you (and/or your spouse) a citizen of a country other than the US? VISA TYPE? \_\_\_\_\_
- Did your citizenship or US residency status change during the year?  
*If "Yes", explain \_\_\_\_\_*
- Are either you or your spouse legally blind?

**Proof of Identity**

**Expect to provide proof of identity for all persons included on the tax return**

*If we collected your ID last year and it is still current, we don't need to see it this year.*

*Driver's license or state-issued photo ID for tax payers, Dependents - social security card, or other ID*

- Did you renew your driver's license in 2019 or earlier this year?
- Did the IRS send you an IP PIN this year? (Individual Taxpayer ID Number in cases of identity theft)
- Were you expecting an IP PIN letter and not receive one?

**Dependent Information**

- Can you or your spouse be claimed as a dependent by someone else?
- Do you have one or more dependents?  
*You must be able to document that the person claimed as a dependent on your return does qualify.*  
**Are you 100% sure you don't have a dependent? If so, skip to the next section - Health Care Information**  
*If you have any doubt, check UNSURE so we can discuss your situation.*
- Do you understand the IRS requirements to claim a dependent?
- Can you document that all dependent claims are allowable?
- Do you have any changes in dependents during the year?  
*If "Yes", explain \_\_\_\_\_*
- Do all of your dependents have social security numbers?  
*There are a number of dependent credits that now require a social security number rather than a ITIN.*
- Can another person qualify to claim any of the dependents you intend to claim?
- Is there an active Form 8332 or similar statement in place? (Release/Revocation of Claim for Exemption)
- Did you release the claim for exemption to another person?
- Did all dependents live with you for more than half the year?
- Can you document the nights stayed in your house for each dependent claimed?  
*(Half the nights plus one. Vacations and going away to school also count.)*
- Did you provide more than half of each dependent's total support for the year?
- Can you document this?
- Can you document your relationship with each dependent?
- Did a dependent child have more than \$2100 unearned (investment-type) income during the year?
- Did a dependent child already file their own tax return claiming their own exemption?  
*If you qualify for dependent based tax credits such as the **child credit, other dependent credit, childcare credit, education credit, or earned income credit** or if you file as **Head of Household**, you must document that you are eligible in each case. Appropriate documentation varies with the credit and may include proof of residency, proof of educational expenses, proof of disability, and/or Schedule C if self employed.*
- Have you received any of the mentioned credits in the past?
- Did the IRS reverse or reduce a credit you claimed in a prior year?
- Did all the children for whom you are claiming a credit reside with you?

**Yes No Unsure** *Dependent Information Continued*

- Can you provide documentation of your eligibility for and the amount of each credit being claimed?
- Did you have child care expenses during the year?
- Did you have any adoption expenses during the year?
- Did you pay education expenses for a dependent
- Did anyone in your household attend a post-secondary school during the year?
- Did you receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
- Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended during a different year)?
- Can you document all educational expenses?

**Health Care Information***Health Savings Account, Medical Savings Account*

- Did you spend money from an HSA or MSA account?
- If "Yes", was it all spent on qualified medical expenses?
- The ACA is still law. For the year 2020 you are required to have healthcare coverage or provide an exemption. Provide copies of all Forms 1095-A, 1095-B, or 1095-C for ALL members of your household.*
- Do you have such evidence of healthcare coverage for all member of your household?  
If not, what evidence do you have of an exemption from coverage? \_\_\_\_\_

**Income from US sources**

## Did you receive

- W-2 income from employment? How many jobs? \_\_\_\_\_
- Income reported on a 1099?
- Cash or check payments for any work performed not reported on Forms W-2 or 1099?
- Tips not reported to your employer?
- Self employment income? **If "Yes", be sure to fill in the Self Employment section.**
- Interest income?
- Dividend income?
- Income from sale of stock?
- Social Security or Railroad Retirement Benefits?
- Pension, profit sharing, or 401(K) income?
- Withdrawals from an IRA, Roth, Keogh,  
   Withdrawal was then rolled over into another retirement account.
- I took an early withdrawal from a retirement account.
- I took my full Required Minimum Distribution (RMD) if required.
- Royalties? What type? \_\_\_\_\_
- Unemployment income?
- Disability income?
- Income from ride sharing (Uber, Lyft)?
- Income from short-term rental (Airbnb, VHBO)? **If "Yes", complete the rental property section.**
- Other rental income? **If "Yes", complete the rental property section.**
- Income from freelancing? (TaskRabbit, Upwork)
- Income from crowdfunding? (GoFundMe, Kickstarter, Indiegogo)
- Income from crafting? (Etsy, craft fairs)
- Income from buying & selling? (Ebay, fleamarkets)
- Prize or award?
- Jury duty?
- Did you cash in any US savings bonds during the year?
- Did you **sell** any stocks, bonds, or investments during the year?
- Did you **buy** any stocks, bonds, or investments during the year?
- Did you receive any stock options, restricted stock units, or other stock incentives during the year?
- Did you sell your principal residence during the year?
- Did you foreclose or abandon a principal residence or real property during the year?
- Did you sell other real estate or other property during the year?
- Do you have income or losses from gambling?
- Did you receive, sell, send, gift, lose, share, or exchange any financial interest in any virtual currency (Bitcoin, Ethereum, Litecoin, etc.) during the year?
- Are you aware that the IRS considers exchange of one virtual currency to another to be a taxable event?
- Are you aware that an airdrop resulting from a hard fork is taxable income?
- Are you aware that using virtual currency to buy a cup of coffee creates taxable income?
- Have you made unreported virtual currency transactions in prior years?

**Yes No Unsure** *Income from US Sources Continued*

- Did you sell or exchange an investment in a Qualified Opportunity Fund?
- Do you have income from a hobby?
- Do you think your hobby may have grown to be a business?
- Were any debts you owed cancelled or forgiven during the year?
- Does anyone owe you money that has become uncollectable?
- Are you a retired Public Safety Officer?
- Are you retired from the military?
- Are you an active member of the military?
- Are you receiving military disability?
- Are you a member of the clergy?
- Did you have farm income?
- Did you have income from the cannabis industry or any other source deemed illegal by the US Federal government?
- Did you receive other income that is non taxable (child support, welfare benefits, etc.) during the year?
- Did you receive any income not mentioned elsewhere in this checklist?

**US Income not from WA**

*This does not include mutual funds and the like based in other states. It may include real estate partnerships.*

- Did you receive any income from a state other than WA during the year?
- Did you sell any property in a state other than WA during the year?

**Rental Property**

- Did you have a rental property any time during the year? This could include a portion of your personal residence.
- If "No", skip to the Self Employment section***
- Did you sell a rental property or take it out of rental during the year?
- Did you put a property into rental during the year?
- Did you purchase a property with the intent to rent during the year?
- Do you have carry over rental losses from prior years?
- Do you actively manage your rentals?
- Do you use a management service?
- Do you have a rental loss carryover from 2018?

**Self Employment - Sole Proprietors, Partnerships, S Corps, C Corps, Farms**

- Did you own all or part of a business during the year?
- If "No", skip to the next section, Income from sources outside of the US.***
- Sole Proprietor
- Partnership
- S corporation
- C corporation
- LLC is not recognized as a tax entity by the IRS. An LLC will fall into one of the four entities above.*
- Can you provide a Balance Sheet?
- Can you provide a Profit and Loss Statement?
- Do you think your business may be better classified as a hobby?
- Did you start, join, or purchase a business during the year?
- Did you acquire a new or additional interest in a partnership or S corporation during the year?
- Did you close down, sell, or abandon a business during the year?
- Did you purchase any business assets or convert any assets to business use?
- Did you sell any business assets or remove any assets from the business during the year?
- Did you purchase any gasoline, diesel, or special fuels for non-highway business use during the year?
- Do you have any Net Operating Loss carryover from prior years?

**Income from all sources outside of the US**

- Did you have income from a foreign country?
- Did you pay taxes to a foreign country? (Not including foreign tax paid through a US-based investment account)
- Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
- Do you own property in a foreign country?
- If "Yes", do you receive rental income from the property?

**Asset reporting required by the IRS**

- Do you have any investment in a Qualified Opportunity Fund?
- Did you have a financial interest in or signature authority over an account or asset located in a foreign country?
- Did you hold more than \$10,000 in virtual currency in one or more foreign accounts on any one day during the year?

**Adjustments to Taxable Income - Itemized Deductions, Estimated Payments, Retirement Contributions, and More**

Yes No Unsure

- Did you make estimated payments toward your 2019 taxes, or roll over a refund from 2018 to 2019?
- Did you make contributions to an IRA, Roth, or other qualified retirement plan during the year?
- Did you make a purchase with an associated credit such as hybrid vehicle, residential energy efficiency or solar in the year?
- Did you pay alimony during the year?
- Did you receive alimony during the year?
- Did you incur a loss due to damaged property in a Federally designated disaster area?
- Did you pay student loan interest for yourself, your spouse, or your dependent(s) during the year?  
*The medical deduction is that amount greater than 7.5% of your adjusted income.*
- Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
- Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
- Did you receive any state or local income tax refunds from prior years? (Not applicable to most WA residents.)
- Did you pay real estate property taxes or personal taxes (RTA on car tabs) during the year?
- Did you make any vehicle purchases during the year?
- Did you take out a new or refinance a home mortgage during the year?
- Did you pay mortgage interest during the year?  
*You may be able to deduct interest on a loan secured by the home to buy, build, or improve a 1st or 2nd home.*
- Was any part of your loan used for any purpose other than the three listed here?
- Did you make cash donations to charity during the year?
- If "Yes", do you have receipts or letters from the charities?
- Did you make non cash donations to charity (clothes, furniture, etc.) during the year? Do you have receipts?
- If "Yes", do you have receipts or letters from the charities?
- Did you donate a car or boat during the year? You will need IRS Form 1098-C.
- If you had gambling winnings do you also have documented gambling losses?

**Other Important Information, Planning For Next Year**

- Have you paid Alternative Minimum Tax in prior years?
- Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.) during the year?  
Over \$2100 in the year, or over \$1000 in one calendar quarter.
- Did you make any gifts to any one person in excess of \$15,000 during the year?
- May the IRS discuss your tax return with your preparer?
- Have you received any notices from the IRS that are not resolved?
- Are you up to date on all past tax filings and payments?
- Are you making installment payments to the IRS?  
*You can receive or pay the IRS by paper check or electronically.*
- If you have tax due will you want to send a paper check?
- If you have a refund will you want the IRS to send a paper check?
- If you have a refund would you want to apply it toward your 2019 taxes?
- Do you have a tax issue not listed on this checklist?  
If "Yes", explain \_\_\_\_\_
- Changes that may occur:*
- I expect to retire.
- I expect a big change in my income.
- I expect to buy or sell my home or other property.
- I expect to start or close a business.
- I expect my marital status to change.
- I expect a change in the number of my dependents.
- I have a child who will be attending college.
- I expect to move out of state.
- Other : \_\_\_\_\_

Please sign to acknowledge that you have answered all questions on all four pages correctly.

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_