WHAT TO BRING

Holden Accounting Services, LLC will need certain documents in order to complete your tax return. Some substantiating documents, such as receipts for business expenses, or mileage logs for dual use vehicles, are not necessary for you to bring with you in order for Holden Accounting Services, LLC to complete your taxes. You must retain all documents related to any deductions you claim, they are necessary for your records and in the event of an IRS inquiry or audit they will be required in order to substantiate your claim.

PLEASE EITHER DROP OFF THE NECESSARY DOCUMENTS IN PERSON OR UPLOAD THEM THROUGH OUR CLIENT PORTAL. DO NOT SEND PERSONAL INFORMATION THROUGH EMAIL OR FACEBOOK

You have checked 0 out of 63 boxes

PERSONAL INFORMATION

PLEASE BRING IN THE FOLLOWING ITEMS AND INFORMATION, THEY ARE NECESSARY FOR YOU TO FILE YOUR TAXES.

- [ ] Social Security cards for you, your spouse, and all dependents.
- [ ] Birth dates for you, your spouse, and all dependents.
- [ ] A valid driver's license or state ID for you and your spouse.
- [ ] Bank name, routing, and account numbers if you choose to receive your refund by direct deposit. (electing to receive your refund by direct deposit is preferred as it is generally faster and more secure than some other options)
- [ ] Identity Protection PIN – **Only if one has been issued to you, your spouse, or your dependent(s) by the IRS**
- [ ] **Preferred but not always necessary - A copy of last years tax return**

DEPENDENT INFORMATION

- [ ] **IF YOU ARE NOT CLAIMING A DEPENDENT, YOU MAY SKIP THIS SECTION.**

- [ ] Childcare records (including the provider's tax ID number)
- [ ] If your Child is under 13, any amounts paid to a baby-sitter or provider while you work
- [ ] Amount of fees paid to a licensed day care center or family day care for care of an infant or preschooler
- [ ] Expenses paid through a dependent care flexible spending account at work
- [ ] Income of dependents and of other adults in your home

- If the child's custodial parent is releasing their right to claim a child to the noncustodial parent, the noncustodial parent will need a completed Form 8332

SOURCES OF INCOME

- [ ] Information about your economic impact payment(s) also known as stimulus payments, if any. You may have IRS Notice 1444 or other records showing your EIP amount
- [ ] Form(s) W-2 If you, your spouse, or any dependent employed for any part of the year
- [ ] Form(s) 1099-G If you, your spouse, or any dependent received unemployment for any part of the year
- [ ] If you, your spouse, or any dependent were self employed for any part of the year you may need one or more of the following:
    - Form 1099
    - Schedule K-1
    - 1099-MISC or income records to verify amounts not reported
    - 1099-NEC
    - Any expenses you may wish to deduct (you must be able to substantiate your deductions with the appropriate records)
    - Depreciable business-use asset information - Asset type, cost, and date placed in service.
    - Home office information - square footage of home and square footage of office space (office space must be used exclusively as an office), rent or mortgage, electricity, internet, phone, amount of time spent in office actively working.
    - Form 1040–ES – Estimated tax payments made

OTHER INCOME & LOSSES

- [ ] Gambling income (W-2G or records showing income, as well as expense records)
- [ ] Jury duty records
- [ ] Hobby income and expenses – certain factors must be met in order to deduct for a hobby, and eligible hobbies can only deduct up to the amount of their income.
- [ ] Prizes and awards
- [ ] Trust income
- [ ] Royalty Income (1099–MISC)
- [ ] Any other 1099s received
- [ ] Record of alimony paid or received with ex-spouse’s name and SSN
- [ ] State tax refund (1099-G)

RENTAL PROPERTY

IF YOU, YOUR SPOUSE, OR ANY DEPENDENT HAD NO RENTAL PROPERTIES, YOU MAY SKIP THIS SECTION

- ☐ Records of income and expenses. Please total income, and deductible expenses.
- ☐ Rental asset information (cost, date placed in service, etc.) for depreciation
- ☐ Record of estimated tax payments made (Form 1040–ES)

RETIREMENT AND INVESTMENT

RETIREMENT CONTRIBUTIONS AND OTHER SAVINGS

- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA contributions
- ☐ All other 5498 series forms (5498-QA, 5498-ESA)

IF YOU, YOUR SPOUSE, OR ANY DEPENDENTS ARE NOT RETIRED OR DO NOT RECEIVE ANNUITIES, YOU MAY SKIP THIS SECTION

- ☐ Pension/IRA/annuity income (1099-R)
- ☐ Social security or Railroad retirement income (SSA-1099, RRB-1099)

IF YOU, YOUR SPOUSE, OR ANY DEPENDENTS HAVE NO SAVINGS, INVESTMENTS OR DIVIDENDS, YOU MAY SKIP THIS SECTION

- ☐ Interest or dividend income (1099-INT, 1099-OID, 1099-DIV)
- ☐ Income from sales of stock or other property (1099-B, 1099-S)
- ☐ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- ☐ Expenses related to your investments
- ☐ Record of estimated tax payments made (Form 1040–ES)
- ☐ Records of transactions involving cryptocurrency – any form of Virtual currency.

HOMEOWNERS

IF YOU OR YOUR SPOUSE DO NOT OWN A HOME, YOU MAY SKIP THIS SECTION

- [ ] Forms 1098 or other mortgage interest statements
- [ ] Real estate and personal property tax records
- [ ] Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- [ ] All other 1098 series forms

DONATIONS

IF YOU OR YOUR SPOUSE MADE NO CHARITABLE DONATIONS, OR DO NOT HAVE PROOF OF CHARITABLE GIVING, YOU MAY SKIP THIS SECTION

- [ ] Cash amounts donated to houses of worship, schools, other charitable organizations
- [ ] Records of non-cash charitable donations
- [ ] Amounts of miles driven for charitable or medical purposes

MEDICAL

HEALTH INSURANCE

- [ ] Form 1095-A if you enrolled in an insurance plan through the Marketplace

IF YOU, YOUR SPOUSE, OR ANY DEPENDENTS HAD NO MEDICAL EXPENSES, YOU MAY SKIP THIS SECTION

- [ ] Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- [ ] Amounts paid for healthcare, insurance, and to doctors, dentists, and hospitals

HIGHER EDUCATION

IF YOU, YOUR SPOUSE, OR ANY DEPENDENTS DID NOT ATTEND ANY LEVEL OF POST-SECONDARY EDUCATION, UNDERGRADUATE, GRADUATE, EXTENSION COURSES, OR VOCATIONAL SCHOOL YOU MAY SKIP THIS SECTION

- [ ] Information relating to you, your spouse, or your dependents college attendance this year and any college deductions made in previous years
- [ ] Tuition and fees paid for college attendance this year
- [ ] Form 1098-T from educational institutions
- [ ] Records of any scholarships or fellowships you received
- [ ] Form 1098-E if you paid student loan interest

STATE AND LOCAL TAXES

- ☐ Amount of state and local income or sales tax paid
- ☐ Invoice showing amount of vehicle sales tax paid, including personal property tax on vehicles

OCCUPATIONALLY RELATED DOCUMENTS

- ☐ Expenses incurred for educators employed to teach grades K-12 at least 900 hours during the school year. (up to $250 per qualified educator, $500 maximum)
- ☐ Unreimbursed moving expenses for active duty military members (pet moving expenses, transportation to/from airport that wasn't reimbursed, storage of personal/ household items)

FEDERALLY DECLARED DISASTER AREAS

IF YOU, YOUR SPOUSE, OR ANY DEPENDENTS DID NOT RESIDE, WORK, OR OWN PROPERTY IN A FEDERALLY DECLAIRED DISASTER AREA YOU MAY SKIP THIS SECTION

- ☐ Name of the City or county where you lived, worked, or had property
- ☐ Records to support property losses (appraisal, clean-up costs, etc.)
- ☐ Records of rebuilding or repair costs
- ☐ Insurance reimbursements or claims to be paid
- ☐ FEMA assistance information

You have checked 0 out of 63 boxes

This list includes the most common documents and information necessary in order to file. Occasionally additional documents may be required in order to complete your filing. In the event additional documents are required Holden Accounting Services, LLC will contact you in order to complete your filing as quickly as possible.