3209 Fiechtner Dr S, Ste 6
Fargo, ND 58103
www.FargoTaxLady.com
701-306-3483

Individual Tax Preparation Checklist

NOTE: (The majority of the information in the first and second sections should be available on your previous year tax return if you would please provide us with a copy). You can upload a copy to our secure portal on our website. If you are new to our portal, email us for a link.

Please fill out this information on the Interview Form attached.

_____ Taxpayer personal information
_____ Spouse's personal information
_____ Dependent(s) personal information
_____ Dates of Birth for everyone on the tax returns including all dependents
_____ Current Mailing Address

Dependents

_____ Daycare/Childcare Credits: we'll need Caretaker(s) Name, mailing address, Federal ID #/ SSN
_____ Other Applicable adults: Please provide amount you paid them.
_____ Any other immediate family members you claim we will need the same information listed above.

Employee Income Information

_____ W-2(s), Wage and Tax Statement

Education Information

_____ Form 1098-T from colleges or credited higher education institutions.
_____ Any Educational expenses (Books/Required Supplies)
_____ Form 1098-E for student loan interest paid.

Retirement & Health Contributions, Distributions/ Withdrawals

_____ Form 5498-SA HSA contributions made outside of employer
_____ From 1099-SA (if HSA funds were used in 2023)
_____ Pension/ IRA (Form 5498)/ Annuity 1099-R
_____ Social Security/ RRB Income Form 1099-SSA/RRB-1099
_____ Did you take a retirement distribution which you used the 3 year exclusion for?
_____ 1099- R for any retirement draws/ distributions, rollovers, etc.

Investments and Savings

_____ Interest and dividend income (Form 1099-INT, 1099-OID, 1099-DIV)
_____ Stock sales and buys (Annual Summary/ 1099-B, 1099-S, 1099-B)

Other Income

_____ Unemployment, State Refunds (Form 1099-G)
_____ Gambling Income/ Winnings (W2-G) - Provide us gambling losses
_____ Alimony received. (Only applies to certain individuals)
_____ Long-term care (Form 1099-LTC)
_____ Jury Duty document of pay
_____ Other 1099's

Affordable Care Act / Health Insurance

_____ Form 1095-A, Health Insurance Marketplace Statements

Other Credits and Deductions/ Itemizing items

(please categorize & total up your receipt, otherwise we do bill for additional time to reconcile your receipts. You can google "free expense template" for your industry or ask us for a generic template).

_____ Form 1098- Mortgage interest statements
_____ Sold or Purchased a home provided Closing Statement/ HUD1
_____ State or Local Property Taxes Paid (Vehicle Property Taxes, Real estate Property taxes)
_____ Charitable Donations
_____ Estimated tax payments (please provide dates and amounts paid)

Rental Property Information

_____ Rental Income
_____ Expenses (1098-Mtg int., Maintenance, Repairs, Decors, Utilities, etc.)
_____ Property Assets and/ or Capital Improvements (Hud/ Closing statements)

*For new Clients we will need a Depreciation Schedule, if it's not included on your previous year tax return you will have to contact your previous tax preparer to get a copy.

Single owners LLC's/ Schedule C/ Self-Employed/ Sole Proprietor

_____ Form 1099-MISC, Miscellaneous Income, Rental Income
_____ Form 1099-NEC, Nonemployee Compensation
_____ Form 1099-K, Payment Card & Third-party transactions (your credit card service will provide).
_____ Form 1099-G, Certain Government Payments; like unemployment compensation or state tax refund
_____ Business Assets (Computer, Furniture, Vehicles, anything valued $600 + that is depreciable)
_____ Business Miles Driven for work (annually), Parking, Tolls and applicable vehicle expense.
_____ Any other expenses associated with Home Office
_____ Report of all Expenses (Bank statements, credit card statements, check stubs)

- We prefer all receipts to be added and categorized. Any expenses not reconciled will incur an additional fee depending on time spent to add and categorize expenses.