YOLANDA SOTO & ASSOCIATES
Empowering Growth Through Innovation

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Check off the forms that apply to you and be sure to bring the documentation and information to your tax preparation appointment or upload them to our secure web portal.

QUICK REFERENCE

Be sure you have the following applicable information prior to your tax preparation appointment:
[Personal Info - Name, Date of Birth, Social Security Number for you and anyone on your tax return] [Income - All W-2's, 1099's, K-1s] [Health Care - All: 1095 forms] [Credit & Deductions - All: 1098's, Form 5498]

GENERAL INFO

Personal Information

Returning client information is kept on file; however, be prepared to provide us with any changes in personal information such as Name, Address, Phone #, etc. We will need the following additional info:

- ☐ Bank Account Number and Routing Number (When possible, provide a voided check)
- ☐ Additional/New Dependent Name, Social Security Number, Date of Birth (additional documentation may be necessary).
- ☐ IRS Issued ID Theft Personal Identification Number (PIN) Letter (necessary for those who were issued a PIN by the IRS, usually due to ID theft or related issues).
- ☐ Individual Tax Identification Number (ITIN) for those who do not have a Social Security Number

Medical Health Care Coverage Information

- ☐ Form **1095-A** Health Insurance Market Place Statement. This form **is necessary** if you were a recipient of the **Affordable Care Act** "Obama Care" coverage.
- ☐ Form **1099-SA** Distributions from a Health Savings Account (HSA)
- ☐ Proof of Health Insurance Coverage (medical card or health insurance statement). Not necessary for those who receive any of the above 1095 Form's

CREDITS AND DEDUCTIONS

Tax Credits and Deduction Checklist

- ☐ Child Care Provider Address, I.D. Number and Amounts Paid
- ☐ Earned Income Tax Credit (EIC): Please provide a most current copy of one of the following documents: School Records, Health Care Provider Statement, Medical Record, Certified Dependent Care Statement or Record, Social Service Records.

- [ ] Form 1098-T Tuition Statement: Education Credit (provide us with details relating to all educational expenses)
- [ ] Form 1098-E Student Loan Interest
- [ ] Solar Panel Residential Energy Credit- Total amount spent on purchase and installation of solar panels
- [ ] IRA Contributions Deduction: Form 5498
- [ ] Qualified Plug-in Electric Drive Motor Vehicle Credit: Please provide- Purchase date, year make & model, VIN

For those who Itemize their deduction by meeting the qualified deduction expense threshold…

- [ ] 1098 Mortgage Interest Statement
- [ ] Real Estate Taxes Paid
- [ ] Charitable Contributions (gifted items to charity and monetary donations)
- [ ] DMV Registrations
- [ ] Medical and Dental Expenses Paid
- [ ] Gambling Losses

INCOME TAX ORGANIZER

Check off those that apply to you and be sure to bring the corresponding documentation and information to your tax preparation appointment

INCOME

General Income

- [ ] W-2 Form(s) for Wages, Salaries, and Tips (You need a W2 for each job worked in the current tax year)
- [ ] Form 1099-INT & 1099-OID Interest Income Statements
- [ ] Form 1099-DIV Dividend Income Statements
- [ ] Form 1099-B Sales of Stock, Land, etc.
- [ ] Form 1099-G State Tax Refund, Credits or Offsets (if you itemize)
- [ ] Form 1099-G Unemployment Compensation and/or Taxable Paid Family Leave
- [ ] Form 1099-NEC Nonemployee Compensation
- [ ] Form 1099-C Cancellation of Debt income
- [ ] W-2G Certain Gambling Winnings
- [ ] Form 1099-R Retirement Income
- [ ] Social Security and Railroad Retirement Income
- [ ] Form SSA-1099 Social Security benefits received

OTHER INCOME REQUIRING SPECIAL PROCESSING AND ADDITIONAL DETAILS

☐ **Real Estate Rental Income and Expenses**

- Please provide us with an **END OF YEAR** statement that details and summarizes your income and expenses.
- Bring in any **1099-Misc** showing Rental Income received.
- Bring in all **1098-Forms** containing Mortgage Interest paid for each property.
- Bring info on real estate taxes and insurance payments.

☐ **Form K-1** Income from Partnerships, Trusts, and S-Corporations

☐ **Sale of Real Estate (Home or Rental Property)**

- Form 1099-S Proceeds from a Real Estate Transaction
- Final Hud-1 Settlement Statement (for purchase and sale of the property)
- Please provide us with the dates of the original purchase and sale of the property

☐ **Foreclosure, Short sale, Abandonment of Property Income**

- Please provide a Cancellation of Debt Form: **1099-C** and/or an Acquisition or Abandonment of a Secured Property Form: **1099-A**
- Final Hud-1 Settlement Statement (for purchase and sale of the property)

BUSINESS: *Self-Employed, Sole-Proprietor, Partnership, LLC, S-Corp, C-Corp*

☐ **Business Income and Expenses:**

- Please provide us with an **END OF YEAR Statements** such as a Profit and Loss, Income Statement, or similar report that summarizes your totaled annual income and expenses.

  **Additional charges for End of Year Bookkeeping may apply If calculating and categorizing is done by your tax preparer.*

☐ 1099-NEC forms containing reportable income received.

☐ 1099-K for credit card transaction payment you received through merchant services

☐ Payroll W3 and 941 forms

☐ Payments made to vendors and independent contractors

☐ Documentation of business miles driven

☐ Business Employee Identification Number (EIN) and State Entity Number

☐ Articles of Incorporation (Corporations) OR Articles of Organization (LLC)

☐ Business use of home information: Square foot of the area used for business and square foot of the total area of the home

☐ Asset Information for Calculation Depreciation: Purchase date, the purchase amount, and date placed in service