

2024-2025 Tax Checklist

Please use this checklist to guide you in gathering your information

ALL CLIENTS

To expedite processing time, we ask that you also **complete our questionnaire**: <https://near.tl/sm/-Wtsrrgqf>

NEW CLIENTS

- Copies of your 2022 & 2023 Income Tax Return(s) – **include all pages**
- All family member's legal names and preferred names, SSNs, dates of birth
- Your current mailing address and contact number
- Please also send a copy of your Driver's License or other identification

Personal Tax Information and Documents

- W-2s & 1099 Income Forms (Int, Div, B, D, C, R, G, SSA, MISC, NEC)
 - Wages, self-employment income, investment earnings, social security income, retirement distributions, unemployment income etc.

- 1098 (mortgage interest)

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- Details on any employee stock benefits
 - Vesting schedule and current year details, Form 3922, sell to cover information, or any other statements you have showing stock activity

- K-1 Income forms from S-Corp, partnership, estates or trusts
 - **include all pages**

- Home and Rental Sales and Purchases:
 - Copy of signed, final settlement statement.
 - Form 1099-SA, if received

- College Costs
 - Form 1098-T - tuition paid to your school or your child's school
 - Form 1098-E - student loan interest
 - Non-tuition out of pocket expenses or distributions from a 529 or other tax qualified education plans

- Child Care Costs
 - Legal name, address, and tax identification number (EIN or SSN) for each care provider. We do not need EIN or SSN if the provider was a government entity
 - Total costs broken down **by provider**
 - If multiple children received care, we also need the cost additionally broken down **by child**

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- Additional Documentation Required for Claiming Dependents
 - We need at least one document such as school records, Indigenous tribal statement, healthcare records, landlord or property management statement
- HSA Distributions and Contributions
 - Is it a family or solo plan?
- 1095-A if you bought insurance through a health exchange
 - WA: Not required if you are receiving AppleCare

Business and Rental Tax Information and Documents

- Long Term Rental Income and Expenses (Per rental address)
 - Mortgage, utilities, repairs, taxes, HOA dues etc.
- Short Term Rental Income and Expense (Vacation rental / Airbnb)
 - Same as above plus total days rented, total personal use days, average length of stay. (Days spent at property for repairs or improvements are not personal use days)
 - Did you provide any add on services such as daily breakfast or daily cleaning? (Cleaning between stays isn't an add on service)

Business Expenses

- If you use QB Online, ensure we have access by inviting erin@advocate-accounting.com as an **accountant user**
- If you use QB Desktop, send P&L detail and balance sheet detail for 2024 and summary reports for 2023
- If you do not use accounting software, please send data in Word or Excel
 - Please aggregate expense by expenses by type
 - Supplies, advertising etc.
 - Please do not send receipts unless we request them

Auto Expenses and Detail

- Year, make, model and cost of vehicle when you began using for business
- Total mileage and total business mileage

Home Office

- Square footage of home office and total home square footage
- Expenses such as utilities, rent, insurance, mortgage

What do you estimate your 2025 business income to be?

For S-Corp Owners:

- Distributions
- 12/31/24 Corporate bank balance and debt balance