

DAVID C. BRYANT CERTIFIED PUBLIC ACCOUNTANT

2022 TAX PREPARATION CHECKLIST FOR NEW CLIENTS

PLEASE BRING ALL OF THE FOLLOWING WITH YOU:

INCOME

- _____ 1. **SALARY** - ALL COPIES OF W-2 & 1099 FORMS
- _____ 2. **STOCKS, BONDS, MUTUAL FUNDS** - 1099 FORMS REPORTING ALL STOCK SALES FOR 2022, AS WELL AS PURCHASE DATE, COST, & FEES - ALSO, ANY 3922 FORMS REPORTING EMPLOYEE STOCK OPTIONS
- _____ 3. **OWNERSHIP INTEREST IN S-CORPORATIONS, PARTNERSHIPS, LLCs** - K1 FORMS
- _____ 4. **GOV'T** - 1099 FORMS REPORTING UNEMPLOYMENT COMPENSATION, STATE TAX REFUNDS, & SOCIAL SECURITY BENEFITS
- _____ 5. **RETIREMENT** - 1099 FORMS FOR ALL RETIREMENT FUND TRANSFERS
- _____ 6. **BUSINESS & RENTAL** - SUMMARIZED SCHEDULE OF REVENUE & EXPENSES, BEGINNING & ENDING BANK STATEMENTS

DEDUCTIONS

- _____ 1. **HOME & PROPERTY TRANSACTIONS** - SETTLEMENT INFORMATION RELATING TO SALES OR PURCHASES PLUS COST OF ANY IMPROVEMENTS
- _____ 2. **INTEREST EXPENSES** - 1098 FORMS FOR ALL YEAR-END LENDER LOAN STATEMENTS INCLUDING THOSE REFINANCED OR PAID OFF DURING THE YEAR
- _____ 3. **REAL ESTATE TAXES PAID** – IF NOT LISTED ON 1098 FORM
- _____ 4. **IRA CONTRIBUTIONS** - AMOUNTS PAID OR ANTICIPATED TO BE PAID
- _____ 5. **MEDICAL EXPENSES** - ANY EXPENSES NOT COVERED BY INSURANCE INCLUDING HEALTH INSURANCE PREMIUMS, CO-PAYS, DENTAL OR EYE WORK
- _____ 6. **CHARITABLE CONTRIBUTIONS** - SCHEDULE OF DONATIONS DETAILING: AMOUNT, ORGANIZATION'S NAME & ADDRESS, DATE CONTRIBUTED, DESCRIPTION OF PROPERTY DONATED

- _____ 7. **CHILD CARE EXPENSES** - AMOUNT PAID, NAME, ADDRESS, AND SOCIAL SECURITY NUMBER/EIN OF ALL CHILD CARE PROVIDERS
- _____ 8. **STUDENT LOAN INTEREST** - 1098 FORMS DETAILING AMOUNT OF INTEREST PAID IN 2022
- _____ 9. **EDUCATION CREDITS** - HIGHER EDUCATION EXPENSES PAID INCLUDING TUITION, BOOKS, AND ROOM & BOARD FOR TAXPAYERS & DEPENDENTS

GENERAL INFORMATION

- _____ 1. COPY OF DRIVER'S LICENSE OF TAXPAYER AND SPOUSE
(we can copy for you in the office)
- _____ 2. COPY OF PREVIOUS YEAR TAX RETURN
(federal and state(s))
- _____ 3. ANY IRS OR STATE TAX CORRESPONDENCE RECEIVED
- _____ 4. ANY OTHER DOCUMENTS YOU FEEL MAY BE NEEDED