General Tax Document Checklist for Tax Year 2025

Provide All Tax Forms & Documentation By 2/15/26 (3rd Parties Provide All by This Date) Also, see Page 2

This is a basic list for our clients only. More tax documents may be required to prepare your tax return. Informational only.

Income

__ IRS Letter 2940C with "Pin" Number (If you have one)
__ Wages (Form W-2)
  __ (NEW) Paid Overtime? Provide Statement of Amount
  __ (NEW) Paid Tip Income? Provide Statement of Amount
__ Interest Income (Form 1099-INT)
  __ Foreign bank accounts or investments?
__ Dividend Income (Form 1099-DIV)
__ Stock Sold (Form 1099-B)
  __ Any Stocks Now Worthless in 2025? How much?
__ Crypto/Digital Asset Sold (Form 1099-DA)
  __ Do you have any investments in cryptocurrency?
__ Real Estate/Home Sold (Form 1099-S)
__ Assets Sold (Cars, Coins, Collections)
__ Rent Income (Form 1099-Misc)
__ Farming & Cattle Income (Form 1099-PATR)
__ Sole Proprietor Business (Forms 1099-NEC & 1099-Misc)
__ S-Corporation Income (Schedule K-1)
__ Partnership Income (Schedule K-1)
__ Trust & Estate Income (Schedule K-1)
__ Oil & Gas Income (Form 1099-Misc)
__ State Refund (Form 1099-G)
__ Social Security (Form SSA)
__ Unemployment (Form 1099-G)
__ Gambling Winnings (Form W-2G)
  __ Provide Gambling Losses (NEW Tax Law to Discuss)
__ Alimony Received (Divorce Before 2019)
__ IRA/Annuity/Retirement Distributions (Form 1099-R)
__ Roth Conversion?
__ Educational Distributions (Form 1099-Q)
__ Health Savings Distributions-HSA (Form 1099-SA)
__ Health Insurance Form(s) 1095-A, 1095-B, 1095-C
__ Cancellation of Debt/Mortgage (Form 1099-C)
__ Other Income (Inform us, if not already above)

Estimated Tax Payments Toward 2025 (Provide Amount)

Federal 1st_______ 2nd _______ 3rd_______ 4th _______
State 1st_______ 2nd _______ 3rd_______ 4th _______

Tax Deductions

__ 2025 SEP/SIMPLE/IRA Payments (Form 5498)
  __ $7,000 ($8,000 Age 50+) IRA Contributions Due 4/15/26
  __ $7,000 ($8,000 Age 50+) Roth IRA Due 4/15/26
  __ $70,000 Individual SEP Contribution Due 10/15/26
  __ Roth Conversion Done in 2025? Due Date was 12/31/25
__ Student Loan Interest (Form 1098-E)
__ 2025 Health Savings Contributions-HSA (Form 5498-SA)
  __ $8,550 ($9,550 Age 55+) Family HSA Due 4/15/26
  __ $4,300 ($5,300 Age 55+) Single HSA Due 4/15/26
__ Self-Employed Health Insurance Premiums (Paid Personally)
__ Alimony Paid (Divorce Before 2019 Only Applies)
__ 529 Education Plan Contributions Due 4/15/26
__ Unreimbursed Medical Expenses Paid-Doc, Dentist, Eye, etc.
__ Real Estate Taxes on Personally Owned Real Estate
__ Mortgage Interest (Form 1098)
  __ Refinance? __ Move? __ Buy Another Home?
__ Charitable Contribution Receipts
__ Non-Cash Charitable Contribution Receipts (List FMV)
__ Educators' Expenses Paid (Teachers Only-Max $300 Per)
__ Vehicles Purchased in 2025? Provide Purchase Statement
__ (NEW) 2025 Auto Loan? Provide Interest Paid in 2025
__ Home Office? (Does Not Count for W-2 Employees)

Tax Credits

__ Child Care Expenses
__ College Tuition Expenses (Form 1098-T)
__ Buy Electric or Hybrid Plug-In Vehicle in 2025?
__ Solar or Energy Efficient Improvements to Home?

Miscellaneous

__ Child Born in 2025? __ New Dependent in 2025?
__ Elect to Set up Trump Account for Family Under Age 18?
__ Born in 1960 or Before? Applicable to Both Spouses
__ Move Home in 2025? Provide New Address
__ Received an Inheritance in 2025?
__ Make gifts to individuals? (Different from charity)
__ Create a new business in 2025?
__ Set up your account at www.IRS.gov

We appreciate the opportunity to serve you with your tax needs.
What questions do you have? What else should we know? What was not on the list you are unsure of?

We can only base the need for tax information based on your prior year tax return (2024) and what you provide.
The IRS only holds you responsible for the information on your tax return. You must ensure we have complete information and documentation before we file your tax return on your behalf. In short, we don't know what you don't share with us.

If we do not have your tax documents on or before February 15, 2026, please expect you will need to file an extension.
For us to assist you in filing an extension, we must have your tax documents no later than February 28, 2026.
An extension is not an extension of time to pay. Only an extension to file.
For any tax due and not paid on or before April 15, 2026, you will be assessed up to 50% in penalties and interest.