allworth Tax Solutions

TAX PREPARATION CHECKLIST

Please provide soft (pdf) or hard COPIES of the following for your tax return preparation, as applicable. If mailing info to us, please DO NOT send originals.

1. Signed and dated "Consent to Disclosure of Tax Return Information" (for Allworth Financial clients only).	☐
2. Signed and dated "Required Individual Questionnaire".	☐
3. Signed and dated "Individual Engagement Letter" (for new clients only).	☐
4. Copy of your prior year Fed and state tax returns (for new clients only).	☐
5. IP PIN notice from IRS, if applicable.	☐
6. W-2 forms from each employer during this tax year.	☐
7. Notice 1444, Your Economic Impact Payment, if you received a payment.	☐
8. Year-end or final paystubs from each employer during this tax year.	☐
9. 1095-A (Health Insurance Marketplace Statement) or California Form 3895 (if applicable).	☐
10. 1099-INT & 1099-DIV forms for Interest and dividend income, all other 1099 forms.	☐
11. 1099-R forms for pension and retirement accounts (only required for non-Allworth Financial managed accounts).	☐
12. SSA-1099 for Social Security	☐
13. 1099-K Merchant Card and Third Party Network Payments.	☐
14. 1099-B forms for the sale of securities, and cost basis if not provided on the 1099-B or a statement from the broker (only required for non-Allworth Financial managed accounts).	☐
15. W-2G forms for state tax refunds, gambling winnings, or lottery proceeds.	☐
16. 1099-C or 1099-A for any cancellation of debt income or foreclosure of a residence.	☐
17. 1099-Q forms for Education Distributions from 529 and Coverdell accounts	☐
18. 1099-QA and 5498-QA for ABLE accounts.	☐
19. 1098 forms for mortgage and home equity loan interest, Real estate taxes paid in this tax year.	☐
20. 1098-T forms received from Educational Institutions for Tuition and Fees paid in this tax year.	☐
21. Schedule K-1's from partnerships, S corporations, trusts and/or estates.	☐
22. Records regarding rental income and expenses.	☐
23. Alimony paid or received, including name and social security number of recipient for divorces finalized prior to 1/1/2019. (Please provide a copy of your divorce decree for new clients).	☐
24. Records of the purchase, sale or refinance of a personal residence, 2nd home, vacation home or rental/investment property (including escrow closing statements).	☐
25. Summary of medical and dental expenses paid in this tax year including insurance reimbursements.	☐

26. Schedule of estimated taxes paid this year for federal, state, and local taxes.	☐
27. DMV Vehicle License Fees paid for this tax year.	☐
28. Unreimbursed job-related expenses are currently not deductible for Federal purposes but some states including CA still allow them. If your state of residency allows these expenses, please provide them or ask us about them.	☐
29. Child-care expenses and provider information, including name, address, phone number and tax identification number.	☐
30. Information on educational expenses for possible tax credits.	☐
31. Social security numbers and dates of birth for any new dependents.	☐
32. Moving expense details for active duty Armed Forces members.	☐
33. Records regarding vehicles purchased or leased in this tax year if claiming business use.	☐
34. Summary of casualty losses (fire, theft, natural disaster).	☐
35. Itemized list of charitable donations, for donations, including cash, clothing and household items. See the chart below for required substantiation information. In general, for donations of cash that are less than $250, a bank record is needed, for cash donations of more than $250 a letter from the charitable organization is also necessary prior to filing the return.	☐

Charitable Contribution Substantiation Information Required

Amount	Documentation	Substantiation
Monetary contributions of less than $250	Bank record	Includes canceled check; bank, credit union, or credit card statement showing name; and transaction posting date (credit card)
	Written communication from charity	Name of charity, date, and amount of contribution
	Payroll deduction	Pledge card and pay stub, W-2 wage statement, or other document furnished by employer, including total amount withheld for charity
Monetary contributions of $250 or more	Written acknowledgment from the charity for each donation	Name of charity, date, amount paid, description, and estimate of value of goods or services provided by the charity
Non-Monetary contributions of less than $250	Receipt from donee or reliable records	
Non-monetary contributions greater than $250 and not more than $500	Contemporaneous* written acknowledgment	Name of charity, date, amount paid, and description (but not value) of goods or services provided by the charity
Non-monetary contributions greater than $500 and not more than $5,000	Written acknowledgment	All of the above, plus how you got the property, date you got the property, and cost or other basis

*A written acknowledgment is contemporaneous if it is obtained by the taxpayer on or before the earlier of the date the taxpayer files the original tax return for the year of the contribution or the due date (including extensions) for filing the original tax return.

Please remember to total up any miscellaneous receipts you have before your tax appointment.
Also, feel free to list any additional questions you have so we can answer them during your appointment.

Please visit our website AllworthTaxSolutions.com for a list of additional tax checklists, organizers and occupational worksheets that will help you gather your tax information and make sure you don't miss any important deductions. Thank you.

2600 East Bidwell Street, Suite 130 | Folsom, CA 95630 | (916) 426-1555 | (866) 426-1555

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