CHRISTINA CARTER TAX SERVICE
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Tax Year 2025 Organizer Checklist

PERSONAL

- ❑ New Client
  - Bring prior 3-years tax returns
- ❑ Dependents
  - Bring Social Security or TIN cards with exact names & numbers
  - Bring School ID cards
  - If born or died during year, bring birth or death certificate
- ❑ Legal marital status on December 31
  - If married or RDP, still to each other?
  - If spouse died during the year, bring certified copy of death certificate
  - If legally separated or divorce finalized during the year, bring court papers

IDENTITY THEFT PRECAUTION

- ❑ PIN letter from IRS &/or FTB
- ❑ Driver License or other state-issued ID card

HEALTH INSURANCE PROOF

- ❑ Form 1095-A, Marketplace Premium Subsidy received
- ❑ Form 1095-B, Proof list of covered Individuals
- ❑ Form 1095-C, Proof employer offered & coverage accepted

RETIREMENT ACCOUNTS

- ❑ Bring ALL Forms 5498 – contribution(s) & year-end value(s) proof

ONE BIG BEAUTIFUL BILL SPECIAL DEDUCTIONS

- ❑ Final paycheck stub showing
  - Overtime paid
  - Reported tips
- ❑ NEW Car loan interest
  - Personal-use passenger vehicle
  - VIN – written proof
  - Form 1098-VLI or year-end statement showing interest paid

INCOME

- ❑ W-2's & 1099's
- ❑ Tips & gratuities earned
- ❑ Interest earned (1099-Int)
- ❑ Dividends earned (1099-Div)
- ❑ **Earnings from foreign bank & financial accounts**
- ❑ Stock & mutual fund sales (1099-B)
- ❑ **Digital Assets - Virtual/ Crypto currency – Sales, Exchanges, Mining & Hard Forks**
- ❑ IRA distribution(s)/ withdrawal(s) (1099-R)
- ❑ Pension & annuity distribution(s) (1099-R)
- ❑ **Non U.S. pensions & annuities**
- ❑ Social Security or Railroad benefits (SSA-1099, RR-1099)
  - Special retroactive pay
  - Need year-by-year breakdown SSA-1099 for lump sum election
- ❑ **Non U.S. Social Security benefits**
- ❑ Alimony or separate maintenance received
  - **For agreements in effect prior to 2019**
  - Need ex-spouse name & Social Security #
- ❑ Unemployment (1099-G)
- ❑ Previous year's State tax refund (1099-G)
- ❑ HSA's distribution(s) & year-end values (1099-SA & 5498-SA)
- ❑ Gambling, casino, online & lottery (W-2G)
- ❑ Prizes, raffles & sweepstakes
- ❑ Jury duty pay
- ❑ Lawsuit settlements
- ❑ Damages awards
- ❑ Cancelled Debt (1099-C)
- ❑ Misc. Inc (1099-Misc)
- ❑ K-1 income
  - Partnerships, LLCs & S-Corporations
  - Trusts & Estates
- ❑ Nonemployee Compensation (1099-NEC)
- ❑ 1099-K Payment Card & 3rd Party Network Transactions
  - Credit/Debit Cards
  - PayPal, Venmo & Cash App
  - EBay, Amazon
  - Uber, Lyft & Door Dash
- ❑ Business – self employment
  - If paid $600 or more to a non-employee for services or work, did you issue a Form 1099-NEC to them?
  - Income – total for year
  - Expenses – totals by categories
  - Equipment purchases – date, description & amount paid
  - # miles driven (business & personal) **per vehicle**
  - Parking & tolls
- ❑ Rental activity - **BY INDIVIDUAL PROPERTY**
  - U.S. & **Foreign**
  - If tenant is a relative
    - Fair Rental Value when move in
    - Revisit FRV when market changes
  - Income – total for year
  - Expenses – totals by categories
  - Equipment purchases – date, description & amount paid
  - Remodel & major repair – same as above
  - # miles driven & tolls
  - Airbnb
    - Form 1099*K
    - Year-end earnings & fees summary report

ADJUSTMENTS

- ❑ Alimony or separate maintenance payments
  - **For agreements in effect prior to 2019**
  - Need ex-spouse name & Social Security #
- ❑ IRA contribution(s)
- ❑ Keogh, SEP & Simple contribution(s)
- ❑ Health savings account contribution(s)
  - Final paycheck stub proving your portion

- Self-employed health, dental, vision & long-term care insurance premiums
- Educator expenses
- Student loan interest(1098E)

ESTIMATED TAXES PAID
- Federal and/or State/Local)
  - Dates & amounts paid

CHILD CARE
- Amount paid - **per child**
- Provider(s) name, address, **phone #**, **Social Security or business I.D. #**

MEDICAL
- Unreimbursed, HSA, FSA & medical insurance expenses
- Health, dental, vision, long term care & Medicare Parts B, C & D premiums
- Co-pays, prescription drugs, dental & vision
- Legal medical expenses not covered by insurance
- Treatments for drug, alcohol & smoking addictions
- Medical equipment (DME)
  - Buy, rent, repair & maintain
- # medical miles driven
- Parking & tolls

TAXES
- Real estate
  - Personal residence, vacation home, time-share & land
- Personal property
  - Annual DMV registration for auto, truck, van, motorcycle, boat, mobile home
- Previous year's State/Local balance due paid

INTEREST
- Mortgage (1098)
  - 1st & 2nd loans
  - Primary & 2nd home
- Home equity line-of-credit
  - **Only if used to buy, build or substantial remodel.**
- Points/Loan Origination Fees
  - Original purchase
  - Refinance
  - Seller-paid points
- Qualified Mortgage Credit Certificate (MCC)

CHARITY
- Monetary contributions
  - **ONLY checks, credit cards, payroll deductions & written receipts count**
- Non-cash donated items
  - Dated written receipt showing organization's name, location, phone & **tax ID #**, list of items & amounts claiming
    - Thrift store/garage sale value
- *Whether cash or non-cash* ***If a single contribution is $250 or more, the charity must give a written letter stating such & if you got any goods or services from it***
- Autos, Boats, etc.
  - **If claiming more than $500, the charity must give you Form 1098-C stating the date sold & amount it sold for**
- Donor-Advised Funds
  - **Must get written proof from sponsoring organization that it has exclusive legal control over the assets contributed**
- Volunteer work
  - Out-of-pocket expenses
  - # miles driven
  - Parking & tolls
  - Out-of town travel, meals & lodging
  - Organizational uniforms & cleaning costs

MISCELLANEOUS
- Gambling losses
  - Copy of player card losses report

CASUALTY & THEFT LOSS
Only Federally-Declared Disasters are eligible

POST-HIGH SCHOOL EDUCATION
- Tuition & fees (1098-T)
- QTPs & ESAs (1099-Q)
- Bursar Statements
- Books, supplies & equipment
- On or Off Campus Housing
  - For QTP 529 Plan Only
- Scholarships, Grants & Fellowships
- Education Savings Funds (Coverdell, EE & I Bonds)

EMPLOYEE STOCK OPTIONS
- Form 3921 – ISO
- Form 3922 – ESPP
- Pre-IPO – 83(b) Election
- Confirmation of Exercise
- Trade Confirmations
- Brokerage Statements
- Any & all information from employer about plan(s)

HOME OFFICE
- area used regularly and **exclusively (dedicated)** for business
- Square footage of home
- Square footage of office
- # months used for business
- If day care - # hours for year
- Rent or mortgage interest & property tax
- Utilities, insurance, repairs & maintenance

SALE OF HOME OR INVESTMENT REAL ESTATE
- Seller's escrow papers
- Original purchase papers
- List of improvements & costs

FORECLOSURES, SHORT SALES & ABANDONMENTS
- Same steps above **PLUS**
- Form 1099-A
- Form 1099-C

FOREIGN (NON-U.S.) ASSETS, BANKS, SECURITIES & BROKERAGE ACCOUNTS
- If you have a NON-U.S. checking, savings, broker or trust account, you **must**
  - Reveal the country(ies) on your tax return
  - Report any earnings and distributions
- If the combined value of the account(s) is $10,000 or more on any given day, you **must**
  - submit FBAR Form 114 at FinCen by April 15 https://www.fincen.gov
  - **Give us a copy of the accepted report**