

SAFE HARBOR TAX & PAYROLL 2022 TAX FILING CHECKLIST

NEW CLIENTS

- Drivers License(s)
- Prior years Tax Return
- Your/Spouse/Dependents SSN's + Cards
- U.S. Tax ID Number for non-citizens who must file
- Birth-date Info. (You, Spouse, Dependents)

ALL CLIENTS (NEW & RETURNING)

- Drivers License(s) (Tax Payer + Spouse)
- All W2, 1099 & 1098 Forms (*NEW FORM 1099-NEC)
- Interest & Dividend Income (1099-INT, 1099-DIV)
- Unemployment Compensation (1099-G)
- Pension & Retirement Income (1099-R)
- Gambling Winning & Losses (W2-G)
- Social Security(1099-SA)
- Alimony Paid or Received (SS# of Payer or Recieipient)
- State Tax Refunds (1099-G)
- Stock Purchases & Sale Cost/Dates (1099-B) Composite 1099 from Broker
- Contribution Information to IRA
- Education Expenses (1098-T)
- Student Loan Interest (1098-E)
- Health Insurance Information (1095-A, 1099-HC)*we cannot properly file your taxes w/o these.
- Child Care Expense (Name, Address & Tax ID of Provider)
- Excise Tax paid
- Interest Paid on Mortgage, Home Equity, Etc. (1098-INT)
- Taxes Paid (Real Estate)
- Medical & Dental Expenses (If Over 10% of Your Income)
- Estimated State & Federal Payments (1040-ES, 1041-ES) April, June, September 2020 + Jan 2021
- Purchase & Sale Amounts of Residence or Property Sold (HUD Stmt,1099-S)
- Charitable Donations (Cash, Non-Cash, Description of Non-Cash)

FOR BUSINESS/RENTAL CLIENTS

- Self-Employment Income & Expenses
- Income & Expenses From Rentals
- Office-In-Home Information Utilities (Heat, Electric, Water, Internet, Security, Etc.)
- Mileage Log/Vehicle Information (Miles Driven Personal + Business)
- Invoice + Finance Contract for Equipment/Machinery Purchases



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