HUMMINGBIRDS BOOKKEEPING & TAX SERVICES

Tax Season Preparation Checklist

Gather the information that applies to your tax situation so your return can be prepared accurately and with fewer delays.

Before you begin
You may not need every item on this checklist. Gather only what applies to you, keep original documents together, and use your secure client portal for sensitive information rather than ordinary email or text.

1. Personal and Household Information

- ☐ Current address, phone number, email address, and preferred method of contact.
- ☐ Government-issued identification, if requested through the secure client process.
- ☐ Information for your spouse if filing jointly.
- ☐ Dependent information and documentation supporting eligibility, when applicable.
- ☐ Bank routing and account information for direct deposit or payment, when requested securely.
- ☐ Details about major changes such as marriage, divorce, a birth, adoption, death, move, or dependent changes.

2. Prior-Year and Tax-Notice Information

- ☐ Prior-year federal and state returns if Hummingbirds did not prepare them.
- ☐ Carryforward schedules or supporting documents from prior returns.
- ☐ IRS or state tax notices received during the year.
- ☐ Identity protection PINs or other filing information, when applicable.
- ☐ Records of extensions, amended returns, or unresolved tax matters.

3. Employment and Other Income

- ☐ Forms W-2 from every employer.
- ☐ Forms 1099-NEC, 1099-MISC, 1099-K, and other nonemployee or platform income statements.
- ☐ Forms 1099-INT and 1099-DIV for interest and dividends.
- ☐ Brokerage or investment tax statements, including sales transactions when applicable.
- ☐ Forms 1099-R, pension statements, and Social Security benefit statements.
- ☐ Unemployment, gambling, prize, royalty, alimony, or other taxable income records, when applicable.

Deductions, Credits, and Payments

Organized supporting information helps identify tax items that may apply, but eligibility depends on your individual facts and current tax rules.

4. Home, Education, and Family

- ☐ Mortgage interest and property tax statements.
- ☐ Records related to the purchase or sale of a home or other property.
- ☐ Tuition statements, education expenses, scholarships, and student loan interest statements.
- ☐ Childcare expenses and provider information.
- ☐ Adoption-related expenses or other family-related tax documents, when applicable.

5. Health, Retirement, and Contributions

- ☐ Health insurance tax forms and Health Savings Account statements, when applicable.
- ☐ Medical expense records if you were advised they may be relevant.
- ☐ IRA, retirement-plan, or other eligible contribution records.
- ☐ Charitable contribution receipts and documentation.
- ☐ Records for energy-efficiency or clean-energy purchases, when applicable.

6. Taxes Paid and Other Potential Deductions

- ☐ Federal and state estimated tax payments with dates and amounts.
- ☐ Extension payments or other tax payments made during the year.
- ☐ Records of state or local taxes paid, when applicable.
- ☐ Tax preparation fees or eligible professional expenses when relevant to the return.
- ☐ Other deduction or credit documentation requested by your preparer.

7. Rental, Investment, and Property Activity

- ☐ Rental income and expense summaries.
- ☐ Property management statements and tenant records.
- ☐ Mortgage interest, taxes, insurance, repairs, and improvement records.
- ☐ Closing statements for property purchased, sold, or refinanced.
- ☐ Digital asset, investment, or other property transaction records, when applicable.

Business and Self-Employment Records

Business owners should provide complete, organized records that support reported income, expenses, assets, payroll, and other tax positions.

8. Business Income and Expenses

- ☐ Year-end Profit and Loss Statement and Balance Sheet, if available.
- ☐ Business income records, including cash, electronic payments, and amounts not shown on information returns.
- ☐ Complete expense detail with receipts or supporting documentation.
- ☐ Business bank, credit card, loan, and merchant processor statements.
- ☐ Accounts receivable, unpaid invoices, inventory, and year-end balance information, when applicable.

9. Payroll, Contractors, and Business Assets

- ☐ Payroll reports, payroll tax filings, and year-end wage statements.
- ☐ Contractor payment records and Forms W-9, when applicable.
- ☐ Vehicle mileage logs and business-use information.
- ☐ Home-office information and related expenses, when applicable.
- ☐ Equipment, vehicles, computers, furniture, or other major purchases and disposition records.
- ☐ Loan documents showing principal, interest, and year-end balances.

10. Final Preparation Before Submission

- ☐ Complete the Tax Organizer and answer every applicable question.
- ☐ Review names, addresses, identification numbers, and dependent information for accuracy.
- ☐ Confirm that all expected tax forms have arrived before marking the file complete.
- ☐ Scan or photograph documents clearly, including all pages and readable edges.
- ☐ Upload sensitive documents through the secure client process.
- ☐ Keep copies of everything submitted and monitor the portal and email for follow-up questions.

Submission Tracker

Tax year	_____	**Organizer completed**	☐
Documents uploaded	■	**Prior return provided**	☐
Notices provided	■	**Questions answered**	☐

Items Still Needed

1. _____ Due: _____
2. _____ Due: _____
3. _____ Due: _____

Educational notice: This general checklist is not legal, tax, or financial advice and does not determine eligibility for a deduction, credit, filing status, or tax position. Tax requirements vary by taxpayer and jurisdiction. Consult a qualified tax professional.