

Thank you for selecting [Ed O'Neil I Ltd](#) for all your tax needs. We appreciate your business. There are certain documents required, depending on your personal situation, to file your taxes. We are here to assist you in determining what forms and information are needed to successfully file your taxes.

In compliance with the continuous tax law changes, and to serve you better, all taxpayers (Personal and Corporate) must complete and submit the following along with your all tax documents. To download the required documents, simply click on the highlighted hyperlink where applicable.

- ☐ A clear copy of the front and back of your driver's license and your spouse's driver's license, if applicable, (Required every year)
- ☐ A copy of a voided check – For Direct Deposit (Required every year)
- ☐ [Client Information Sheet](#)
- ☐ [Letter of Engagement](#)
- ☐ [Letter of Engagement–Corporation](#) (Only if you have a corporation and are filing with us)

Please use the Client Tax Preparation Check List below to assist you when submitting your tax documents. Please click here for [sample documents](#).

Personal tax documents to submit may include but not limited to the following:

- ☐ Form W2 if you are employed for all tax payers
- ☐ Social Security / RRB income
- ☐ Estimated tax payments
- ☐ Forms 1099 – All/Any (e.g Interest, dividend income 1099-INT, 1099-OID, 1099-DIV, [1099-R](#), 1099SSA, [1099-B](#), [1099-MISC](#)...)
- ☐ Forms [1099-G](#)– Unemployment, state tax refund
- ☐ Forms [1098](#)
- ☐ Gambling income ([W-2G](#) or records showing income and/or loss records)
- ☐ Prizes and Awards
- ☐ Trusts
- ☐ Stock or Property Sale Income
- ☐ Pension / IRA / Annuity Income
- ☐ Retirement contribution plan and amount
- ☐ Receipts for classroom expenses for educators in grades K-12



- ☐ Traditional IRA basis (amounts you contributed to the IRA that were already taxed)
- ☐ Health Savings Account and Long-term care reimbursements Forms 1099SA or 1099LTC)
- ☐ Real Estate / Personal Property tax records
- ☐ Purchase documents, closing documents of stocks, bonds, personal, home (including refinance) etc.
- ☐ [1095A](#), [1095B](#), or [1095C](#). Health Insurance Medical dental or drug expense. Health Insurance premiums, if it is an employer-sponsored plan, know whether it is paid with pretax dollars; totals of other medical, dental and drug expenses.
- ☐ Records of Rental Income and Expenses
- ☐ Paid healthcare expenses, insurance, doctors, dentists, hospital
- ☐ Energy saving home improvement receipts, such as Solar Panels, etc.
- ☐ Childcare expenses such as fees paid to a licensed day care for an infant or toddler
- ☐ Cash donation records to charitable organizations, houses of worship, schools, etc.
- ☐ Records of non-cash charitable donations.
- ☐ Copy Marriage Certificate and prior year return of both spouses
- ☐ Record of alimony paid/received with ex-spouse's name and SSN
- ☐ Copy Divorce Decree
- ☐ [Death certificate](#)
- ☐ Inheritance Will and [K-1](#) from estate

New child (birth or adopted)

- ☐ Date of birth
- ☐ Social Security number
- ☐ Copy of [Birth certificate](#) or adoption papers



Self Employed / Corporations (In addition to the above).**Please ensure all totals are included.**

- ☐ Schedule **K-1** if you self employed
- ☐ Expense records (Check registers, credit card statement and receipts)
- ☐ Forms 1099 (1099-INT, 1099-OID, 1099-DIV etc...)
- ☐ Income records to verify amounts not report on 1099s
- ☐ Business-use asset information (i.e., cost, date placed in service etc., for depreciation)
- ☐ Record of estimated tax payment made (form 1040 ES)
- ☐ Start of end of a small business, formation or termination dates; Property contributions or distributions.
- ☐ Voided Check

☐ **ALL INCOME**

- ☐ Total Bank Deposits
- ☐ Cash Receipts
- ☐ Interest & Dividends
- ☐ Rent (collected)
- ☐ Tax (collected)

☐ **COMMON EXPENSES**

- ☐ Cost of Goods Sold (supplies)
- ☐ Payroll
- ☐ Repairs
- ☐ Rents (paid)
- ☐ Taxes (paid)
- ☐ New Equipment Purchased

☐ **ADDITIONAL EXPENSES**

- ☐ Auto
- ☐ Bank Fees
- ☐ Dues
- ☐ Equipment Leased
- ☐ Insurance
- ☐ Internet Fees
- ☐ Legal Fees
- ☐ Meals & Entertaining
- ☐ Tolls & Parking
- ☐ Payroll Processing
- ☐ Postage
- ☐ Software
- ☐ Telephone (including cellular)
- ☐ Utilities
- ☐ Travel

