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of Enrolled Agents**

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**2024 Tax Preparation Checklist**

***Note: This list is not all-inclusive and some of these items will not apply to your situation. Please include any other tax documents you receive in the mail that are not included on this list. If you have ANY doubts that information you receive in the mail is required, please include it and let me decide if it is necessary.***

**PERSONAL DATA**

* **Working phone # where I can reach you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .**
* **Working email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* **Did you own any digital assets (virtual currency like Bitcoin, Ethereum, Tether, BNB, USD Coin, etc.) at any time in 2024? Yes \_\_ No \_\_.**

***Note: This is the very first item on the 1040 and you MUST answer this question. If yes, contact my office for documentation requirements.***

* Check yes if you at any time in 2024 had money invested or had money saved in a foreign country (including Canada): Yes\_\_\_\_\_\_\_\_\_.
* Check yes if you at any time owned property in a foreign country (including Canada) in 2024. Yes \_\_\_\_\_\_\_\_\_\_.
* Check yes if you have Power of Attorney over any account in a foreign country in 2024. Yes \_\_\_\_\_\_\_\_\_ .
* Were you married, divorced or separated in 2024?
  + Married – provide prior year returns of both /Divorced - finalized date, copy of divorce decree / Separated - copy of legal agreement
* Provide a copy of the Social Security card and the birth certificate for any “additions” to the family in 2024. Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **PROOF that children live in your household is required for credits and deductions. Some of the most common documents that prove this are: Childcare Records, Medical Insurance Records/Bills, School Records, Bank Statements, W2’s Etc. Proof MUST be provided (no proof = no credit).**
* Alimony RECEIVED in 2024: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date of Divorce: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Alimony PAID in 2024 (2018 or older divorce agreements only) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS # of recipient:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + *Note : If your divorce settlement was renegotiated in 2024 provide details.*
* Child care expenses paid in 2024 (itemize if more than one child or provider).
* Child care provider name(s), address(s), tax ID(s) or SS number(s). *Required!*



* Adoption in 2024? If so, email my office for information required (rfishertax@aol.com).
* **W2 FORMS** - Number of W2 forms provided: \_\_\_\_\_\_\_\_.
* Death of child or spouse in 2024 – Death certificate and Form 56 required.
* Check yes if you did any “on-line” gambling in 2024. Yes \_\_\_\_\_\_\_.
* **FORM W2G -** Gambling winnings. # of W2G forms provided: \_\_\_\_\_.
* Taxable tips not reported in W-2 Form(s): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Any and all other taxable income received in 2024 (including rewards). Provide details.
* **Provide a copy of your driver’s license. Spouse also if it applies.**

**HOMEOWNER DATA**

* If you purchased or sold ANY property (including your home) in 2024, email my office for info.
* **FORM 1098** - Mortgage interest (including second home & equity lines) for 2024.
* Real estate taxes you (or your escrow agent) actually paid to your town in 2024 $\_\_\_\_\_\_\_\_\_\_\_\_. *NOTE: This info may be included on the 1098 Form.*
* Excise tax paid in 2024 $\_\_\_\_\_\_\_\_\_ (paid to your town on vehicles).You will need to find this information as it is NOT mailed to you at year end.
* Cash contributions. **You can NOT deduct ANY contributions on your Federal return unless you itemize. Massachusetts now allows cash contributions.** You still MUST have evidence to support the deduction (receipts) as there **is no “standard or fixed” amount allowed for contributions.** Only contributions to a **QUALIFIED** 501(c)(3) charity are allowed. A list of 501(c)(3) qualified charities is available on the IRS website: [www.irs.gov](http://www.irs.gov)
  + Amount of cash contributions in 2024 to qualified 501(c)(3) charities with documentation: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Non-Cash gifts to charity. **Only deductible if you itemize deductions.** All donated items must be in good or better condition. Under $250, a receipt is required. $250-$5,000, written acknowledgement from the charity is also required **and it must include a statement indicating that you did not receive any goods or services (no statement = no deduction).** Items over $5,000 must have a qualified appraisal. Listing of all items is required and taking a photo of all items contributed is strongly recommended (helps in the unlikely event of an audit). Check with Salvation Army, Thrift Stores, Ebay, Amazon, etc. to determine value of used items. Value of your time for services is NOT tax deductible! **Form 1098C is required for a vehicle/boat donation.**
* Charitable miles. **Only deductible if you itemize and a log of miles must be provided. No log = no deduction.**
* Medical expenses. **You must itemize deductions AND only those medical expenses that exceed 7 ½ % of your adjusted gross income are allowed.**
  + Total medical expenses paid in 2024 only: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Medical Miles (supported by a log): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Did you pay for, install and turn on SOLAR or other clean energy equipment in 2024? If yes, email my office for documentation requirements.
* **Did you INSTALL any energy efficient products (windows, doors, furnace, insulation, wood or pellet stove, etc.) in 2024? If so provide receipts including product #’s*. Note: The lifetime dollar limit of $500 no longer applies and for 2024, this credit has a $1,200 maximum ($2,000 on heat pumps) although dollar limitations apply on specific kinds of property (windows, doors, etc.) See IRS Publication 5886-A for additional info*.**
* Did you purchase an electric or other clean energy vehicle (in 2024? If yes, email my office for information and documentation requirements.
* If you refinanced a home mortgage in 2024 provide the settlement statement(s) (also known as HUD, closing or disclosure statement).

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**FINANCIAL ASSETS**

* **FORM 1099K – If you received this form for 2024, it MUST be reported on your tax return. Email my office for important information and documentation requirements *(***[***rfishertax@aol.com***](mailto:rfishertax@aol.com)***).***
* Rental Property – Supply all details for income, expenses, new property purchased and improvements made in 2024. *Note: If you began renting property in 2024, email my office for information and documentation requirements (*[*rfishertax@aol.com*](mailto:rfishertax@aol.com)*)*
* **FORM 1099INT and FORM 1099OID** - *Note: If you received a total of less than $10 in 2024, you may NOT receive this form.*
* **FORM 1099DIV** *- Note: If you received a total of less than $10 in 2024, you may NOT receive this form.*
* **FORM 1099B** ***Note: If you sold stock (including mutual funds) in 2024, you will need to provide the date(s) of purchase and purchase price (a/k/a cost or basis). This information MAY be provided on the 1099B that******reports the sale of the stock but it may not. You can NOT estimate the cost. If you do not know, or cannot supply actual cost (basis) information, IRS Regulations require that you enter a cost basis of ZERO. This will make the entire sale a capital gain so it is obviously very important to have, or able to obtain, the cost information.***
* **FORM 1099G** - State tax refunds and unemployment compensation received in 2024. *Note: Yes, unemployment income IS 100% taxable!*
* **FORM 1099-NEC or FORM 1099-MISC** – Self Employment income, rent income, commissions, awards, lawsuit settlements, prizes, etc.
* **FORM 1099R** - Pension and retirement income or rollovers. Check yes if you did a Qualified Contribution Distribution (QCD). Yes: \_\_\_\_\_\_.
* **FORM 1099-SSA** - Social Security statements.
* **FORM 1099A** – Acquisition or Abandonment of Secured Property.
* **FORM 1099C** – Cancellation of Debt (credit cards, student loan interest, etc.). *Note: this is generally considered to be taxable income.*
* **FORM K1** - Estates, Inheritances, Trusts, Partnerships, S Corps, Etc.
* If you exercised Incentive Stock Options (ISO’s) in 2024 check yes and provide details (often referred to as “Confirmation of Exercise”). Yes: \_\_\_\_.
* Lawsuit settlements – Date received and details about settlement are required.

**SELF-EMPLOYMENT DATA**

* If you received ANY self-employment related income, email my office for a REQUIRED worksheet. You must also provide copies of receipts for any purchases that are more than $2,500 each.
  + **Mobile phone business expenses are NOT allowed if you do not have another personal mobile phone or a land line to your home!**
  + Mileage deduction. **Log MUST be provided** **(no log = no deduction).** MILEIQ phone app is acceptable**.** Also, 3rd party verification of odometer is required (such as oil change, repairs, etc.). *Note: IRS will accept a mobile phone picture of odometer on 1/1/24 and 12/31/24.*
    - Include tolls and parking expenses if using the standard mileage rate. Also include interest paid on business portion of a vehicle loan.
  + If you intend to deduct business related meals, email my office for information and documentation required (rfishertax@aol.com).
  + Were you required to file any 1099 forms in 2024? \_\_\_\_\_Yes \_\_\_\_\_No. If yes, did you file them? \_\_\_\_\_Yes \_\_\_\_\_No. ***Note: These questions must be answered. The penalty for not filing a required 1099 form for 2024 is $60 to $330 ( per form) depending on the lateness!***
  + Home Office? - Contact me for information. **Note: Only self-employed individuals can claim deductions for a home office.**
  + **If you had a PPP Loan forgiven in 2024 you must provide the bank letter forgiving the loan.**

**OTHER INFO**

* **CP01A IP PIN – If you were issued an IRS Identity Protection Personal Identification pin number for 2024 (due to identity theft reasons or concerns) you MUST provide this form or I will not be able to efile your tax returns. They would then need to be mailed.**
* **FORM 1099-SA / FORM 5498-SA** – HSA account. If you paid for medical expenses with HSA funds 2024, these forms are REQUIRED and your tax return cannot be prepared without them. Self or Family:\_\_\_\_\_\_. Check yes if any withdrawals were NOT used for medical expenses. Yes: \_\_\_
* **FORM 1098E** - Student loan interest paid in 2024.
* **FORM 1099Q** - 529 payments in 2024. Check yes if any withdrawals were NOT used for education expenses. Yes: \_\_\_\_\_\_\_.
* **FORM 1098T** - Education expenses paid in 2024. **This form is required (no form = no deduction). You must also provide the statement of account activity from the institution that shows details of actually what was billed and paid in 2024.** Provide separate details of any “course materials” (including **BOOKS)** paid on behalf of yourself, spouse or dependent that were NOT purchased from the institution.
* **FORM 1095A - If you bought health insurance through the Massachusetts Health Connector (or another state subsidized health insurance plan) at any time in 2024, this Form 1095A is REQUIRED and YOUR TAX RETURN CAN NOT BE PREPARED WITHOUT IT!**
* **Estimated tax payments that you made in 2024 (if any). Provide COPIES of all estimated tax payments made (Federal and State). (Remember: your January, 2024 payment was for your 2023 tax return and your January, 2025 was for your 2024 tax return).**
* Did you contribute to ANY retirement plans in 2024 **OTHER** than a plan where you work? If yes, provide information on plan and amount contributed.
* Check yes if you paid an **INDIVDUAL** (nanny, babysitter, housekeeper, cook) more than $2,700 for work performed in YOUR home in 2024: Yes\_\_.
* If you filed bankruptcy in 2024, provide all bankruptcy papers. Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Did you take the first-time homebuyer credit on your 2008 tax return? If yes, amount of credit taken on 2008 return: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + *Note: If you have been my client since 2008 I already have this information! AND,,,,2024 is the final year for repayment.*
* **Direct Deposit? ADVISABLE DUE TO ONGOING IRS PROCESSING DELAYS. Copy of voided check required (no copy = no direct deposit).**
* Educator expenses. Must have receipts. Classroom expenses, professional fees, covid expenses all apply. Total amount paid in 2024: $\_\_\_\_\_\_\_\_\_\_\_.
  + *Note: The maximum amount you can deduct in 2024 remains at $300.00 ($600 if both husband and wife are educators).*
* **New Client? Copies of 2022 and 2023 tax returns, all family members SS cards and birth certificates for all dependents are all REQUIRED!**

**MASSACHUSETTS RESIDENTS ONLY**

* Check yes and provide the amount if you have sales and use tax to report on your 2024 Massachusetts return: Yes \_\_\_\_\_\_\_\_\_\_\_ Amount: $ \_\_\_\_\_\_\_\_\_\_\_.
* Rent paid in 2024 on your Massachusetts **PRIMARY** home only: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **FORM 1099HC – You MUST provide a 1099HC tax form to prove you had health insurance in 2024. Your Massachusetts tax return can NOT be prepared without this 1099HC form. NOTE: THIS FORM IS NOT REQUIRED IF YOU HAD MEDICARE COVERAGE FOR ALL OF 2024!**
* Commuter deduction. Fast Lane tolls, monthly passes for transit, bus, boat or rail qualify. One spouse cannot transfer excess payments to the other. Total paid in 2024: Taxpayer: $\_\_\_\_\_\_\_\_\_\_ Spouse: $\_\_\_\_\_\_\_\_\_\_\_\_\_ *Note: There is a $750 max for this deduction.*

**This confirms that all taxable income received in 2024 has been reported and receipts and/or reliable**

**written records exist to support all income and deductions provided on, or with, this checklist.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Note: This checklist reflects 2024 tax laws as of 12/14/24***