

2025-2026 Tax Checklist

Please use this checklist to guide you in gathering your information

ALL CLIENTS

To expedite processing time, we ask that you also **complete our questionnaire:** <https://near.tl/sm/6EEhZGTfv>

NEW CLIENTS

- ☐ Copies of your 2023 & 2024 Income Tax Return(s) – **include all pages**
- ☐ All family member's legal names and preferred names, SSNs, dates of birth
- ☐ Your current mailing address and contact number
- ☐ Please also send a copy of your Driver's License or other identification

Personal Tax Information and Documents

- ☐ W-2s & 1099 Income Forms (Int, Div, B, D, C, R, G, SSA, MISC, NEC)
 - ☐ Wages, self-employment income, investment earnings, social security income, retirement distributions, unemployment income etc.
- ☐ 1098 (mortgage interest)
- ☐ Details on any employee stock benefits

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- ☐ Vesting schedule and current year details, Form 3922, sell to cover information, or any other statements you have showing stock activity
- ☐ K-1 Income forms from S-Corp, partnership, estates or trusts
 - **include all pages**
- ☐ Home and Rental Sales and Purchases:
 - ☐ Copy of signed, final settlement statement.
 - ☐ Form 1099-SA, if received
- ☐ College Costs
 - ☐ Form 1098-T - tuition paid to your school or your child's school
 - ☐ Form 1098-E - student loan interest
 - ☐ Non-tuition out of pocket expenses or distributions from a 529 or other tax qualified education plans
- ☐ Child Care Costs
 - ☐ Legal name, address, and tax identification number (EIN or SSN) for each care provider. We do not need EIN or SSN if the provider was a government entity
 - ☐ Total costs broken down **by provider**
 - ☐ If multiple children received care, we also need the cost additionally broken down **by child**
- ☐ Additional Documentation Required for Claiming Dependents

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- ☐ We need at least one document such as school records, Indigenous tribal statement, healthcare records, landlord or property management statement
- ☐ HSA Distributions and Contributions
 - ☐ Is it a family or solo plan?
- ☐ 1095-A if you bought insurance through a health exchange
 - ☐ WA: Not required if you are receiving AppleCare
- ☐ **NEW** 1099-DA “Digital Asset Proceeds From Broker Transactions”
 - ☐ These forms report taxable activity related to virtual currencies and are newly required.
- ☐ **NEW** 1098-VLI
 - ☐ If you purchased a qualifying vehicle with a qualifying loan this form may be issued to you to report potentially deductible loan interest

Business and Rental Tax Information and Documents

- ☐ Long Term Rental Income and Expenses (Per rental address)
 - ☐ Mortgage, utilities, repairs, taxes, HOA dues etc.
- ☐ Short Term Rental Income and Expense (Vacation rental / Airbnb)
 - ☐ Same as above plus total days rented, total personal use days, average length of stay. (Days spent at

property for repairs or improvements are not personal use days)

- ☐ Did you provide any add on services such as daily breakfast or daily cleaning? (Cleaning between stays isn't an add on service)

☐ Business Expenses

- ☐ If you use QB Online, ensure we have access by inviting erin@advocate-accounting.com as an **accountant user**
- ☐ If you use QB Desktop, send P&L detail and balance sheet detail for 2025 and summary reports for 2024
- ☐ If you do not use accounting software, please send data in Word or Excel
 - ☐ Please aggregate expense by expenses by type
 - ☐ Supplies, advertising etc.
 - ☐ Please do not send receipts unless we request them

☐ Auto Expenses and Detail

- ☐ Year, make, model and cost of vehicle when you began using for business
- ☐ Total mileage and total business mileage

☐ Home Office

- ☐ Square footage of home office and total home square footage
- ☐ Expenses such as utilities, rent, insurance, mortgage

☐ What do you estimate your 2026 business income to be?

For S-Corp Owners:

☐ Distributions

☐ 12/31/25 Corporate bank balance and debt balance