

## 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 and 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

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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](mailto: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