# RBTS TAX PREPARATION/INTERVIEW CHECKLIST

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Tax Year(s) ________________________

Client Name______________________________________________________

This checklist provides assistance in gathering the information necessary to accurately and completely file your taxes. While this list may not be all inclusive, it will help to organize your information for easy preparation of your return.

**NOTE**: **Eligible individuals that did not receive their Stimulus (Economic Impact) Payment can request the initial 2020 $1,200.00 payment and/or the current 2021 $600.00 payment as a Recovery Rebate Credit on their 2020 return.**

**READ:** A new law approved by Congress requires the IRS to hold refunds claiming the EITC and the Additional Child Tax Credit (ACTC) until Feb. 15. By law, the IRS must hold the entire refund — even the portion not associated with EITC or ACTC. This change helps ensure taxpayers receive the refund they are owed by giving the agency more time to help detect and prevent fraud.

Even so, taxpayers can still get their refunds sooner by choosing direct deposit. The IRS will begin releasing these refunds on Feb. 15, but taxpayers should not expect to see them deposited into their bank accounts until the week of Feb. 27 – assuming there are no processing issues with the tax return

The "Tax Cut and Jobs Act" passed into law in December of 2017 that reformed the tax code created many changes which take effect in 2019 for the 2018 tax year. Please visit the IRS website at irs.gov for information about these changes and how your taxes may be impacted.

**Remember:** Taxpayers are responsible for the accuracy of their tax return even if someone else prepares it for them.

**General Information**

Your name ________________________________ US Citizen Y___ N___

Current mailing address______________________________________________

City______________________ State___________ ZIP_______________

Social Security #s for You (_____ ___ ______) / Your Spouse (_____ ___ ______)

Your date of birth _____________ Your Spouses' date of birth_____________

Your email address______________________________________________

Your Phone number _______________________

Your Marital Status as of December 31st: S___ HOH___ MFJ___ MFS____ QW___

Your Drivers License # ________________ State ______

Issue Date ______________ Exp Date ________________

Spouses' Drivers License # ________________ State ________

Issue Date _______________ Exp Date _________________

Last year was you/your spouse: Totally and Permanently disabled Y___ N___;

Full time student Y___ N___; Legally Blind Y___ N___

Do you have Educational Expenses for You and Your Spouse Y____ N____

Can anyone claim you/your spouse as a dependent Y___ N___

Presidential Election Campaign Fund (PECF) (Circle one) Do You /Your Spouse wand $3 to go to this fund Y___ N___

Did you receive a 2020 or 2021 Stimulus (Economic Impact Payment) for $1,200.00 Y___ N___ or $600.00 Y___ N___ Dependent(s) $600.00 ea Y___ N ___

**Dependents' Names**

1.________________________________________ DOB_____________________

SSN_______________________ Relationship__________________ No Mos lived with

you_________

2.________________________________________ DOB_____________________

SSN_______________________ Relationship__________________ No Mos lived with

you_________

3.________________________________________ DOB_____________________

SSN_______________________ Relationship__________________ No Mos lived with

you_________

- ___Copy of Last Year's Tax Return
- ___ Dependents' Post High School Educational Expense
- ___ Child Care Expenses for Each Dependent
- ___ Prior Year Adjusted Gross Income (AGI) & Personal Identification
- ___ Number (PIN)-how to find last year's adjusted gross income (AGI)
- ___ Routing Transmit Number (RTN) (For direct deposit/debit purposes)
- ___ Bank Account Number (BAN) (For direct deposit/debit purposes)
- ___ Provide Identity Protection PIN(IPPIN) if issued

**General Taxable Income**

- ___ W-2 Form(s) for Wages, Salaries, and Tips
- ___ Interest Income Statements: Form 1099-INT & 1099-OID
- ___ Dividend Income Statements: Form 1099-DIV
- ___ Sales of Stock, Land, etc.: Form 1099-B
- ___ Sales of Real Estate: Form 1099-S
- ___ State Tax Refunds: Form 1099-G
- ___ Alimony Received or Paid
- ___ Scholarship Income Form W-2 and 1098-T
- ___ Unemployment Compensation Received
- ___ Miscellaneous Income: Form 1099-MISC

- ___ Income from Debt Cancellation: Form 1099-C
- ___ Cash Payments Not reported on Forms W-2 or 1099

**Retirement Income**

- ___ Retirement Income: Form 1099-R
- ___ Disability Income (Workers Compensation and Insurance Payments)
- ___ Social Security Income and Railroad Retirement Income: Form SSA-1099

**Business Income and Expense**

- ___ Business Income
- ___ Business Expenses
- ___ Rental Income and Expenses
- ___ Farm Income and Expenses
- ___ Form K-1 Income from Partnerships, Trusts, and S-Corporations
- ___ Tax Deductible Miles Traveled for Business Purposes

**Tax Credits**

- ___ Child Care Credit (Provider Address, I.D. Number and Amounts Paid)
- ___ Adoption Credit ( Show Expense and Information on Adoption Agency)
- ___ Foreign Tax Credit
- ___ First Time Home Buyer Tax Credit
- ___ Education Credit
- ___ Retirement Savings Contribution Credit
- ___ Child Tax credit
- ___ Residential Energy Credit
- ___ General Business Credits

**Itemized Deductions and Expenses**

- ___ Medical Expenses for the Family
- ___ Medical Insurance Paid
- ___ Prescription Medicines and Drugs
- ___ Doctor and Dentist Payments
- ___ Hospital and Nurse Payments
- ___ Tax Deductible Miles Traveled for Medical Purposes
- ___ Home Mortgage Interest from Form 1098
- ___ Home Second Mortgage Interest Paid
- ___ Real Estate Taxes Paid
- ___ State Taxes Paid with Last Year's Return (if itemized)
- ___ Personal Property Taxes Paid
- ___ Charitable Cash Contributions
- ___ Fair Market Value of Non-cash Contributions to Charities
- ___ Unreimbursed Expenses Related to Volunteer Work

- ___ Miles Traveled for Volunteer Purposes
- ___ Casualty and Theft Losses
- ___ Amount Paid to Professional Preparer Last Year
- ___ Unreimbursed Expenses Related to Your Job
- ___ Miles Traveled Related to Your Job
- ___ Union and Professional Dues
- ___ Investment Expenses
- ___ Job-hunting Expenses
- ___ IRA Contributions
- ___ Student Loan Interest Paid
- ___ Moving Expenses
- ___ Last Year's Tax Preparation Fees

**Tax and Estimate Payments**

- ___ Estimated Payments Made with ES Vouchers
- ___ Last Year's Tax Return Overpayment Applied to This Year
- ___ Off Highway Fuel Taxes Paid
- ___ Taxes Paid from Forms W-2 and 1099
- ___ Nontaxable combat Pay Election
- ___ Earned Income Credit
- ___ American Opportunity Credit
- ___ Additional Child Tax credit
- ___ Excess Social Security and Tier 1 RRTA Taxes Withheld
- ___ Amounts Paid with Requests for Extension of Time to File
- ___ Self Employment Tax
- ___ Household Employment Tax
- ___ Unreported Social Security and Medicare Tax
- ___ Additional Tax on IRA's and Other Qualified Plans
- ___ Premium Tax Credit
- ___ Shared Responsibility Payment
- ___ Repayment of First Time Homebuyer Credit

I attest that the information provided in this checklist is true and correct to the best of my ability.

Signed___________________________________ Dated______________________