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FREE RESOURCE

Tax Prep Checklist

The same checklist we give every client — gather these documents before your appointment so nothing is missed and your return is filed right the first time. Tax Year 2025.

? Personal Information

- ? **SSNs:** Social Security Numbers for all taxpayers and dependents
- ? **Date of Birth:** For all taxpayers and dependents on the return
- ? **Prior Year Return:** Last year's federal and state returns (new clients only)
- ? **Photo ID:** Driver's license or passport for each filer
- ? **Bank Account:** Routing + account number for direct deposit of refund
- ? **IP PIN:** IRS Identity Protection PIN (if you have one)

? Income Documents

- ? **W-2:** Wages from all employers (due from employer by Jan 31)
- ? **1099-NEC:** Freelance, contractor, or consulting income
- ? **1099-MISC:** Miscellaneous income: royalties, rents, prizes
- ? **1099-K:** Payment app income (PayPal, Venmo, Square) over $600
- ? **1099-INT:** Bank or credit union interest income
- ? **1099-DIV:** Dividend income from stocks or mutual funds
- ? **1099-B:** Stock, ETF, or crypto sales (brokerage statements)
- ? **1099-R:** IRA, 401(k), pension, or annuity distributions
- ? **SSA-1099:** Social Security benefits received
- ? **K-1:** Income from partnerships, S-corps, or trusts
- ? **Rental Income:** Total rents collected + all property expense records
- ? **Sale of Property:** Closing statements, original purchase price, improvements

? Homeowners (if applicable)

- ? **Form 1098:** Mortgage interest statement from your lender
- ? **Property Tax:** Texas property tax statement (deductible up to $10,000)
- ? **Points Paid:** Discount points on new mortgage or refinance
- ? **Home Purchase/Sale:** Closing disclosure for any home bought or sold
- ? **Energy Upgrades:** HVAC, windows, insulation — may qualify for tax credits

? Deductions Everyone Should Check

- ? **Charitable Donations:** Receipts required for gifts over $250 (cash & non-cash)
- ? **Medical Expenses:** Out-of-pocket costs exceeding 7.5% of your income
- ? **1098-E:** Student loan interest paid (deductible up to $2,500)
- ? **1098-T:** Tuition paid — education credits may apply
- ? **Childcare:** Provider name, EIN, and total paid for children under 13
- ? **HSA (5498-SA / 1099-SA):** HSA contributions and distributions
- ? **1095-A:** ACA Marketplace health coverage (Healthcare.gov)
- ? **IRS Notices:** Any letters or CP notices received from the IRS this year
- ? **Prior Refund:** Amount applied to this year's estimated taxes

? Business Owners & Self-Employed

- ? **Profit & Loss:** Business income/expense summary or QuickBooks export
- ? **Home Office:** Office sq ft + total home sq ft (regular & exclusive use)
- ? **Vehicle Log:** Total business miles driven for the year
- ? **Equipment & Supplies:** Receipts for tools, technology, office supplies
- ? **Software & Subscriptions:** Business software, cloud services, memberships
- ? **Health Insurance:** Premiums paid if self-employed (100% deductible)
- ? **Retirement Contributions:** SEP-IRA or Solo 401(k) contributions for the year
- ? **Business Meals:** Receipts with business purpose noted (50% deductible)
- ? **Professional Fees:** Legal, accounting, and consulting fees paid
- ? **Marketing & Advertising:** Website, ads, business cards, signage
- ? **Estimated Taxes Paid:** Form 1040-ES amounts and dates (all 4 quarters)

? Houston Area — Check These Too

Common situations for Greater Houston clients

- ? **Property Tax Protest:** Harris/Fort Bend/Brazoria/Galveston appraisal notice — protests save money on rentals
- ? **Energy Sector 1099s:** 1099-NEC from oil & gas or oilfield service companies
- ? **Short-Term Rental:** Airbnb/VRBO income (Lake Conroe, Galveston, Houston)
- ? **Hurricane/Storm Claims:** Insurance proceeds and casualty loss records
- ? **Rental Properties:** Closing docs, expense records, prior depreciation schedule
- ? **Aerospace Contractors:** JSC area: per diem records, home office, clearance training
- ? **Aviation Workers (IAH):** Trip records, per diem, FAA medical & certification costs

? Life Changes This Year?

- ? Got married or divorced — bring certificate or decree
- ? Had a baby or adopted — bring child's SSN
- ? Bought or sold a home — bring closing documents
- ? Started a business — name, structure, EIN
- ? Received RSUs or stock options — brokerage statements
- ? Took retirement account distribution — Form 1099-R
- ? Moved to or from another state — both may require a return
- ? Have foreign accounts over $10,000 — FBAR required

? MARY ANN'S PRO TIP

"When in doubt, bring it. Missing one document is never the problem — missing a deduction is."

Bring anything you think might apply. We sort it out together and make sure nothing deductible slips through.

HOW IT WORKS

1. **Gather your docs**
   Use this checklist to collect everything
2. **Upload securely**
   Send via our encrypted client portal
3. **We prepare**
   Returns ready in 5–7 business days
4. **Review & file**
   We walk you through before filing

Mary Ann Hair, CPA — Serving Houston & Remote Clients Nationwide

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