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PERSONAL  
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REASONABLE  
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ANY STATE

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## 2022 INCOME TAX PREPARATION CHECKLIST

Tax planning is for everyone. Get ready today to file your 2022 federal income tax return. Planning ahead can help you file an accurate return and avoid processing delays that can slow your tax refund.

### #1. Create your personal online account with the IRS

I strongly suggest that you create your personal secure federal tax account with the IRS. Create or access your account at [IRS.gov/account](https://www.irs.gov/account). Use your account to securely access the latest information available about your federal tax account and see information from your most recently filed federal tax return. You can:

- a. View your tax owed, payments made and payment plans.
- b. Make payments and apply for payment plans
- c. Access your tax records
- d. Manage your communication preferences from the IRS.

### #2. Personal Information

- a. Social Security Number (Bring in SS Cards if new client)
- b. Driver's License(s)
- c. Prior 2 years of tax returns if a new client
- d. IRS & State Identity Protection PIN numbers (new PIN issued annually)

### #3. Dependent(s) Information

- a. Dependent(s) Dates of Birth and Social Security (if a new client or new dependent)
- b. Form 332 –Release/ Revocation of Release of Claim to Exemption for a Child by Custodial parent – if applicable.

### #4. Gather your tax records

- Wait to file until you have your tax records including:
- a. Form W-2 from all your employers for the year

- b. Form 1099 form you banks, financial institutions and other payers including unemployment compensations, dividends, pensions, annuities, or retirement plan distributions.
- b. Form 1099-INT for any interest your received
- c. Form 1099-K, 1099-MISC, 1099-NEC, and SSA-1099 if you had income from other sources such as gig economy, self-employed, part-time jobs, social security income, sold a used car for a profit, etc
- d. 1099-B Sales of Stocks, Bonds, Bit Coins, Virtual currency or other investments statements
- e. 1099-S Proceeds from Real-Estate Transactions
- f. 1095-A Health Insurance Marketplace Statement if you received advance payments or claimed the Premium Tax Credits
- g. 1099-SA Distributions form Health Savings Account(s)
- h. 1099-Q Payments from Qualified Education Programs
- i. Sch K-1(s) Income from partnerships, S corporation, Trusts or Estates
- j. 1099- C or 1099-A Cancellation of Debt or Abandonment of Secured Property
- k. Any IRS or other tax agency letters you received.

#### B. Deductions

- a. Property taxes Paid or Rent Paid during the year
- b. Mortgage Interest paid for year
- c. Charitable Donations – receipts or some form of proof required
- d. Mileage driven for charitable purposes

#### C. Health Insurance Premiums paid for Out-of-Pocket

#### D. Child or dependent Care expenses

- a. Name, Address and SS Number of FEID Number of provider required
- b. Fees paid to Daycare, Family Daycare, Adult Daycare for care to a dependent

#### E. Educational Expenses

- a. Form 1095-T Tuition Statement from school or college, along with expenses transcript from college required.
- b. Form 1098-E Student Loan Interest Statement
- c. Receipts for classroom expenses for Teacher Expenses Credit
- d. Records of any Education Scholarships and Grants received

#### F. State or Local taxes Paid

- a. Amount of state or local taxes paid (other than wage withholdings)
- b. Personal Property Taxes paid
- c. Invoice showing sales taxes paid on vehicles

#### G. Savings

- a. 5498 IRS Contributions made for year
- b. Form 5498-ESA – Coverdell ESA Contributions Information

#### H. Miscellaneous Items

- a. Estimated tax payment(s) made for the tax year
- b. Alimony paid, Name & SS Number of recipient and Divorce Decree required
- c. Your Bank Name, Routing Number and Account Number if you desire Direct Deposit of any refund.

**#5. Self-Employed or Rental Income**

- A. Forms 1099-NEC, 1099-MISC, 1099-K income statements
- B. Income records for amounts not reported on 1099's. (ie Cash, In Trade, etc)
- C. Monthly Bank Statement for Business – your reported income on your tax return should equal or be larger than total deposited into business accounts.
- D. All business expenses – check registers, CC statements and receipts; business vehicle expenses - tolls, mileage, taxes, repairs, fuel,etc.
- E. Home Office Expenses – square foot of office, sq foot of total home and costs to maintain home.
- F. Copies of the 1099-NEC's that you sent out to sub-contractors by January 31<sup>st</sup>.