

Annual Tax Preparation Checklist



Tax Year 2025

Personal Tax Document

Identity & Filing Information

- Social Security numbers for you, spouse, and dependents
- Driver's license or state ID
- Prior year tax return
- Proof of address if you moved

Income Documents

- W-2 forms from all employers
- 1099-INT for bank interest
- 1099-DIV for dividends
- 1099-B for investment sales
- 1099-R for retirement income
- 1099-SSA or SSA-1099 for Social Security
- 1099-G for unemployment
- K-1s from partnerships, S corps, estates, or trusts
- 1099-C for canceled debt
- Any cash income documentation

Deductions & Credits

Health & Medical

- Form 1095-A if on Marketplace insurance
- Out-of-pocket medical expenses
- HSA contributions and distributions (Form 5498-SA, 1099-SA)

Education

- Form 1098-T for tuition
- Student loan interest (Form 1098-E)
- Receipts for books or required supplies

Home & Property

- Mortgage interest (Form 1098)
- Property tax statements
- Closing documents for home purchase or sale

Family-Related

- Childcare expenses and provider information
- Adoption expenses
- Alimony paid (if applicable under pre-2019 rules)

Charitable Giving

- Cash donation receipts
- Non-cash donation receipts with value
- Mileage log for volunteer work

Schedule C – Business Documents

Sole Proprietors, Single-Member LLCs, and Self-Employed Individuals

Business Information

- Prior year Schedule C
- EIN (if you have one)
- Business licenses or registrations
- Business address and accounting method used

Income Documentation

- 1099-NEC received
- 1099-K from payment apps (Stripe, PayPal, Square, etc.)
- Income from cash, Zelle, CashApp, Venmo, checks
- Sales summaries from POS systems
- Any invoices issued but not yet paid

Expense Documentation

Provide totals OR monthly reports for the following:

General Operating Expenses

- Office supplies
- Software subscriptions
- Internet and phone used for business
- Advertising and marketing
- Professional fees (legal, accounting)
- Bank fees and merchant fees
- Business insurance

Vehicle & Mileage (choose one method)

- Mileage log for the full year
- Actual vehicle expenses (gas, repairs, insurance, registration)

Home Office

- Square footage of home and office
- Rent or mortgage interest
- Utilities
- Repairs & maintenance for office space

Travel & Meals

- Airfare, hotel, rental car
- Business meals with receipts
- Purpose and attendees for each meal

Contractors & Labor

- Amounts paid to contractors
- W-9s collected
- Copies of 1099-NEC you issued

Supplies & Inventory

- Purchases of materials or supplies
- Beginning and ending inventory values

Equipment & Assets

- Computers, tablets, furniture
- Large purchases over \$2,500
- Receipts for depreciation purposes

Business Financial Statements

If you use QuickBooks or bookkeeping software:

- Profit & Loss Statement
- Balance Sheet
- General Ledger
- Bank and credit card reconciliations
- Loan balances and statements

Taxes Paid or Owed

- Estimated tax payments made during the year
- Quarterly federal and state payment confirmations
- Prior year refund applied to current year

Final Check

- Verify personal and business bank accounts are reconciled
- Confirm all receipts are saved or uploaded
- Review major changes: new job, home purchase, new dependent, marriage, divorce, business changes
- List any questions or tax events you need help planning for

Schedule C - Business Income & Expense

Worksheet

Tax Year 2025

Business Name:	
Type of Business:	
Total Gross Income (Sales/Receipts):	\$

EXPENSES

Expense	Amount		
Advertising	\$	Office Expenses	\$
Contract Labor	\$	Rent - Office	\$
Commercial Insurance	\$	Rent - Equipment	\$
Health Insurance (self-employed)	\$	Repairs & Maintenance	\$
Mortgage Interest (business)	\$	Supplies	\$
Legal & Professional Services	\$	Taxes & Licenses	\$
Software / Subscriptions	\$	Travel	\$
Bank Charges	\$	Meals (business)	\$
Cell Phones (business portion)	\$	Business Miles (2025): _____ miles	\$
Vehicle Repairs	\$	Commuting Miles: _____ miles	\$
Tires / Maintenance	\$	Depreciation (assets)	\$
Laundry / Dry Cleaning (uniforms)	\$	Wages	\$
Delivery / Postage / Shipping	\$	Other Income	\$
Continuing Education (CPE, CE)	\$	Other: _____	\$

Any other tax documentation:

Schedule A – Itemized Deductions Worksheet

Worksheet

Tax Year 2025

Medical Expenses	Amount
Doctor / Hospital	\$
Prescriptions	\$
Health Insurance (you paid directly)	\$
Dental / Vision	\$
Taxes	Amount
Real Estate / Property Tax	\$
Personal Property Tax (car registration)	\$
Interest & Mortgage Items	Amount
Mortgage Interest	\$
Mortgage Insurance (PMI)	\$
Investment Interest	\$
Charitable Contributions	Amount
Cash / Check / Card Donations	\$
Non-Cash Donations (FMV)	\$
Job-Related & Miscellaneous (if applicable)	Amount
Union Dues	\$
Cell Phone (work portion)	\$
Unreimbursed Work Meals / Travel	\$
Tax Preparation Fees	\$
Casualty / Theft Loss	\$
Safe Deposit Box	\$
Uniforms / Shoes	\$
Tools / Supplies	\$
Other: _____	\$