VAAS PROFESSIONALS, LLC

A CPA & MANAGEMENT CONSULTING FIRM

INDIVIDUAL TAX ORGANIZER

START UP CHECKLIST

We are excited you have trusted VAAS Professionals to prepare your tax returns this year. To begin, please upload this document to the Members Portal along with additional documents specified on page 2. If we did not prepare your PRIOR year returns, please provide a copy of your federal and state returns.

ALL DOCUMENTS MUST BE UPLOADED AND RECEIVED BY YOUR TAX CONSULTANT BEFORE WE CAN BEGIN FILING YOUR PERSONAL TAXES.

Let's Begin! Please respond to the following:

Taxpayer's Name ______________________

Social Security Number ______________________

Occupation ______________________

Spouse's Name ______________________

Social Security Number ______________________

Occupation ______________________

Home Address ____________________________________

Cash or Accrual ____________________________________

City _______________

County _______________

State _______________

Zip Code _______________

☐ Single

☐ Married, Filing Jointly

☐ Married, Filing Separately

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Startup Checklist

Primary Taxpayer's Information:

Office ___________________________

Cell ___________________________

Home ___________________________

Email ___________________________

Date of Birth _____________________

Blind YES _______ NO _______

Secondary Taxpayer's Information:

Office ___________________________

Cell ___________________________

Home ___________________________

Email ___________________________

Date of Birth _____________________

Blind YES _______ NO _______

Dependent Children Who Live with You:

Full Name	Social Security Number	Relationship	Birth Date

Other Dependents Who Live with You That Are <u>NOT</u> Your Children:

Full Name	Social Security Number	Relationship	Birth Date	# Months Residing in Your Home	% Support Furnished by You

Items to Provide

Have you received any of the following documents? If so, please select and provide supporting documentation.

- ☐ **1.** W-2 (Salaries, Wages)
- ☐ **2.** 1099-B (Brokerage Sales)
- ☐ **3.** 1099-G (Unemployment, Gambling/Lottery Winnings, State & Local Tax Refunds)
- ☐ **4.** 1099-R (Pensions, Annuities, Retirement Plan Distributions)
- ☐ **5.** 1099-S (Sale of your home or other real estate)
- ☐ **6.** 1099-SA (HSA, MSA Distributions)
- ☐ **7.** 1099-DIV (Dividends)
- ☐ **8.** 1099-INT (Interest)
- ☐ **9.** 1099-MISC (Miscellaneous Income)
- ☐ **10.** 1099-OID (Interest)
- ☐ **11.** 1098-E (Student Loan Interest)
- ☐ **12.** 1098-T (Tuition Statement)
- ☐ **13.** 1098-INT (Mortgage Interest)
- ☐ **14.** 5498 (IRA Contribution Statement)
- ☐ **15.** Schedules K-1 (Forms 1065, 1120S, 1041)
- ☐ **16.** Annual Brokerage Statements
- ☐ **17.** Jury Duty Pay
- ☐ **18.** Alimony Received
- ☐ **19.** 8886, Reportable Transactions
- ☐ **20.** Form HUD-1 for Real Estate Sales/Purchases
- ☐ **21.** Other Tax Information Statements
- ☐ **22.** Sole-Proprietorship Income and Expenses

Items to Provide

Please answer the following questions and provide supporting documentation for any question answered "Yes":

Y	N	
☐	☐	**1.** Did you receive income from any legal proceedings, cancellation of student loans or other indebtedness during the year?
☐	☐	**2.** Did any of your dependents have income of $950 or more? ($400 if self-employed)
☐	☐	**3.** Did any of your children under age 19, age 24 if they are a full-time student, have investment income over $1,900? If yes, would you like to include it on your return?
☐	☐	**4.** Did you make any estimated tax payments?
☐	☐	**5.** Did you make any gifts during the year directly or in a trust exceeding $14,000 per person?
☐	☐	**6.** Did you have any childcare expenses?
☐	☐	**7.** Did you have any casualty or theft losses during the year?
☐	☐	**8.** Are any dependent children married and filing a joint return with their spouse?
☐	☐	**9.** Did any dependent child 19-23 years of age attend school full-time for less than 5 months during the year?
☐	☐	**10.** Did you have any rental properties?
☐	☐	**11.** Did you have income from, more than one state during the year?
☐	☐	**12.** Did you make any large purchases or home improvements?
☐	☐	**13.** Did you acquire any interests in partnerships, LLCs, S corporations, estates or trusts this year?
☐	☐	**14.** During this year, do you have any loans or credit cards that became uncollectible or securities that became worthless?
☐	☐	**15.** Did you have foreign income, pay any foreign taxes, or file any foreign information reporting or tax return forms?
☐	☐	**16.** Did you realize a gain on property which was taken from you by destruction, theft, seizure or condemnation?
☐	☐	**17.** Did you start or already have a business during this year?

☐ ☐ **18.** If you had a Series EE U.S. savings bonds purchased after 1989, did you use the proceeds to pay for higher education expenses?

☐ ☐ **19.** If you were to receive a federal or state refund would you want it deposited directly into your bank account? If yes, please enclose a voided check.

☐ ☐ **20.** Has the IRS, or any state or local taxing agency, notified you of changes to a prior year's tax return? If yes, provide copies of all notices or correspondence received.

☐ ☐ **21.** If you are an educator, did you have unreimbursed work-related expenses?