

Thank you for choosing Storen Financial for your income tax preparation. Please use this document to determine what we need in order to complete your tax return.

### START HERE

#1 If you're new, we need your last 2 years of tax returns.

#2 Use the list below as a guide for what to provide us. We'll use this info to see your whole tax picture and potential savings, so please be thorough.

#3 We are not responsible for the information you provide. The IRS can opt to verify your info at any time, so please be sure to keep backup documents and receipts to support the details you provide us.

### INFORMATION REQUIRED TO PRODUCE YOUR TAX RETURN

All forms needed to produce your tax return should be issued or available to you prior to January 31st. If filing jointly, please provide forms and information **for both the primary taxpayer and spouse**.

This worksheet contains information regarding these categories:

- Earned Income
- Unearned Income
- Other Income
- Retirement Accounts
- Home, Property, and/or Rental
- Health
- Dependent / Children / College
- Charity or Giving
- Stimulus or Credits
- Other
- Estimated Tax Payments
- Information for Businesses

### HAVE QUESTIONS?

For more specific information about these categories as well as where to find more detailed information, visit our blog titled "**Tax Season How-to: What to Provide**" or click the link on Step B on the tax season web page ([storenfinancial.com/tax-season](https://storenfinancial.com/tax-season)).

### EARNED INCOME

Description:	Items needed:	Notes:
Employment Income	W-2	
New Job or Move?	County of residence / employment	
Reimbursed Income	List of items / total amounts	
Independent / External Contractor	1099-NEC, 1099-K or total amount	

### UNEARNED INCOME

Description:	Items needed:	Notes:
Social Security	SSA-1099 or RRB-1099	
Disability Income	Insurance Payments (W-2, 1099-R, SSA-1099)	
Awards & Prizes	1099-Misc or list with total gifts	
Gambling or Lottery Winnings	W-2G or list with total wins and losses	
Rental Income	Total income and expenses	
Royalties	1099-Misc, K1 or total amount received	
Installment Sale Income	Legal documentation of sale	
Hobby Income	Total income	
Sale of Investments	1099-B form or Consolidated Broker statement	
Interest & Dividends	1099-Int or 1099-Div	
Unemployment Compensation	1099-G	

### OTHER INCOME

Description:	Items needed:	Notes:
Barter Income	Total income and fair market value	
Canceled Debt	1099-C	
Life Insurance Proceeds	1099-R	
Corporation or Partnership	K-1 (1120S or 1065)	
Estates or Trusts	K1 (1041)	
Recoveries	Recovery deductions and credits	
Lawsuit or Insurance Settlements	Legal documentation	

### RETIREMENT ACCOUNTS

This section applies to any type of retirement account: IRA, Roth, Keogh, SIMPLE, SEP, 401k, 403b, Annuity or Pension.

Description:	Items needed:	Notes:
Contributions	W-2 or 5498 (s)	
Retirement Income or Distributions	1099-R	

### HOME, PROPERTY, AND/OR RENTAL

Description:	Items needed:	Notes:
Sell, purchase, exchange, or refinance	Closing documents and cost basis	
Mortgage interest	1098	
Property taxes	Documentation of taxes paid	
Excise tax	Vehicle registration or receipt	
Large purchases	Receipt of purchase	
Rental property purchase	HUD documents	
Rent expense	Total paid in rent	
Home improvements (medical)	List of improvements with total expenses	
Home improvements (other)	List of improvements with total expenses	

### HEALTH

Description:	Items needed:	Notes:
Proof of Health Insurance Coverage	1095-A, 1095-B, or 1095-C	
HSA Contribution	5498-SA	
HSA Distribution	1099-SA or non-medical total	
Medical Expenses	List of qualified medical expenses with amounts	

### DEPENDENT / CHILDREN / COLLEGE

Description:	Items needed:	Notes:
Dependents	Proof of dependency	
New Dependent (birth)	Birth certificate and Social Security Number	
New Dependent (adoption)	Birth certificate, Social Security Number, and cost of adoption	
Child Care, Nanny, or Caregiver Expenses	EIN/SSN, name, address, and total paid	
529 College Choice Contribution	End of year 529 statement	
529 College Choice Distribution	1099-Q	
Student Loan Interest	1098-E	
College Tuition Paid	1098-T	

### CHARITY OR GIVING

Description:	Items needed:	Notes:
Qualified Charitable Distribution (QCD)	Completed information	
Goodwill	Total value	
New Item Donation	Total amount	
Charity Mileage	Total miles	
Gifts	Information of gift over \$15,000	

### STIMULUS OR CREDITS

\*We need the exact amounts received as these will be audited.

Description:	Items needed:	Notes:
Stimulus/economic impact payments	Total amount received*	
Child Tax Credit	Total amount received*	
IRS Identity Protection PIN	6-Digit PIN number	
Electric Car Credit	Purchase documentation	

### OTHER

Description:	Items needed:	Notes:
Foreign accounts	Account information	
Cryptocurrency	Broker or online account information	
Educator adjustment	List of expenses	

### ESTIMATED TAX PAYMENTS

Description:	Items needed:	Notes:
Quarterly Estimates	Total amount paid	

### INFORMATION FOR BUSINESSES

Description:	Items needed:	Notes:
Business Contacts	Information for partners / officers	
Business Income	1099-K, 1099-NEC, 1099-Misc and/or total income amount	
Business Expenses	Total amount of each type of expense	
Meals Expenses	Total amount	
Entertainment Expenses	Total amount	
Business Interest Expenses	Total amount by loan	
Business Interest Income	1099-INT, 1099-B, consolidated 1099 form or bank statement.	
End of the Year Inventory	Total cost	
Inventory Purchases	Total cost	
Assets Acquired	List with the description, cost of each asset and the first date of business use	
Assets Sold	List with the sales price of each asset sold and disposition date	
Rent Expense	Total paid in rent	
Office-in-Home Property	Cost of the home, first date of business use, square footage of office space and total square footage of home	
Office-in-Home Expense	List with the total mortgage interest, insurance, and utility amounts paid	
Office-in-Home Improvements	List of improvements with total expenses	
Employee Wages	W-2, W-3, 940, 941, 1099-NEC	
Employee Expenses	List of benefits with the total amounts paid	
Business Mileage	Total mileage breakdown between personal & business for the calendar year	
Personal Use	List of uses with percentage amount of asset	
Health Insurance	Total amount	