



JENNIFER EATON
CPA, PC

Checklist for Your Tax Preparation

Documents you need to bring us.



NOTICE TO BUSINESS OWNERS:

Please know it is important that you inform us of any large purchases or significant financial transactions that have occurred during the year or those which you will complete before the end of the year. These transactions may have an impact on your tax situation, so it's important for you to inform us about them.

The sharing of information between a client and their accountant and financial/banking advisor is important as these individuals all work together to assist a client with financial and tax planning.

- ✓ **Client and Tax Information: Tax Year 2022 (our form):**
 - Download this form from our web site and bring it in with your tax documents. This form ensures we have your current information, which may affect your tax preparation. This form can be found on our web site (www.eaton-cpa.com) by clicking on the "Forms: Our Office" link at the top of the web page.
- ✓ **Income:**
 - **W-2 Forms**
 - **1099 Forms:** **-K** from third party payors; **-NEC** for non-employee compensation (self-employed); **-MISC** for miscellaneous payments.
 - **Business income received in a payment app** (such as PayPal, Venmo, Cash App, Zella, and others): **If you received \$600 or more from any of these apps, you will be issued a 1099-K Form.** Please bring these forms to us. Also, since reimbursement from friends or family is NOT taxable, please make a notation on those so we can apply those specific instances correctly.
- ✓ **Other Income and Losses:**
 - Gambling, prizes, royalty, and alimony paid / received.
- ✓ **Retirement:**
 - 1099-R Forms: Pension / IRA / Annuity
- ✓ **Savings and Investment / Dividend Information:**
 - Interest / Dividend Income
 - Income – Sale of Stock
 - Cryptocurrency: If you own/have owned cryptocurrency, we need to know. If you sold cryptocurrency, that results in a taxable event and it is treated the same as if you sold a stock. That means it needs to be reported as either a capital gain or a loss on your tax return.
 - Income – Other Property
 - Health Savings Account (HSA)
- ✓ **Record of Estimated Tax Payments Made**
- ✓ **Charitable Donation Receipts or Notation (amount)**
- ✓ **Health Insurance: Form 1095-A**

You will receive this form if you are or had been enrolled in (for any period of time during tax year 2022) an insurance plan through the Health Insurance Marketplace (a.k.a. "The Exchange"), where individuals purchase a health insurance policy on their own.
- ✓ **Student Loan: Form 1098-E – Student Loan Interest Statement**
- ✓ **Receipts for Classroom Expenses (educators in grades K-12)**

The Educator Expense Tax Deduction For tax year 2022, a teacher can deduct a maximum of \$300. Two married teachers filing a joint return can take a deduction of up to \$300 each, for a maximum of \$600.

Click on this link to learn more: [For the first time, maximum educator expense deduction rises to \\$300 in 2022; limit \\$250 for those filing 2021 tax returns | Internal Revenue Service](#)