THINGS TO BRING LIST

Please bring or mail the following information with you to your tax appointment along with the data collection sheets or tax organizer including a signed *LTS 2025 Engagement Letter*

FAMILY FILING STATUS

- Confirmation of your marital status including registered domestic partnership or same sex marriage during 2024.
- Any dependents who lived with you and you provided more than 50% of their support during 2024. We will also need to know their relationship to you, student or marital status, citizenship, age and all income they earned during the year.
- If not previously supplied, provide SSNs of all dependents in 2023. The kiddie tax rules are different among federal and different state governments. If you want us to prepare your children's return, please let us know.
- All legal documents for death (death certificate), divorce decrees, legal separation, alimony changes, child custody and support.
- Explain if you expect significant changes in income, expenses, marital status or dependents in 2024.
- ACA Health Insurance for 2024: Let us know if you and your household were covered by health insurance all year and/or applied on the state Marketplace Exchange. Bring all forms 1095-A, -B or -C. If applicable, bring Form 3895 and any related state forms.

INCOME ITEMS

- All Income statements: W-2s, 1099-INT (reporting INT including US T-Bill or Savings), 1099-DIV, 1099-R (pension/annuity including distributions, transfers, rollovers and Roth conversions), stock sales, SSA, unemployment compensation, state refunds, partnership, S-Corp, Trust/Estate and LLC K-1 forms (plus basis worksheets), etc. We also need to know if you had any foreign income, foreign bank and financial accounts, bitcoin/virtual currency trades.
- 1099-B reporting all stock/mutual fund sales for TY2024 as well as purchase date and cost basis information. If you have a gain/loss summary, please provide it. If you exercised Stock Options, we need to know the details.
- A list of all tax-free interest income including from Mutual Funds. The list should include sources and amounts.
- 2024 escrow statements for the sale or purchase of real estate. For a real estate sale in CA for which you had withholding, provide Form 592 or 593.
- Net worth information if you had cancellation of debt or property was foreclosed on.
- Did you file for bankruptcy in 2024? _____Yes _____No. If yes, provide discharge court papers when final.

DEDUCTIONS, CREDITS AND ADJUSTMENTS

- All year-end lender loan statements, including Form 1098 and Final escrow settlement statements if you took out a new loan or refinanced or borrowed an equity line. We also need to know the loan balances.
- Childcare expenses in 2024 and information of your childcare provider (name, address and SSN/EIN)
- Record of estimated tax payments made in 2024. We need to know the amounts and the date paid.
- Student Loan interest and tuition form 1098-E and/or form 1098-T. If you took distributions from an educational savings account or 529 plan, we will need forms 1099-Q. In addition, we need to know the following information: name, address and EIN of the academic institutes; tuition amounts, and date paid; description of educational expenses; scholarship received.
- Charity receipts: all cash donations of $250 or more and donated goods (goods must be in "Good" or "Better" condition). Form 1098-C if vehicle was donated.
- Casualty & Theft Loss: If you were affected by a Presidentially declared Natural Disaster, provide details.
- HSA/MSAs: Forms 1099-SA and 5498-SA for the information regarding deductible and amounts of contributions, rollovers and earnings during the year (F8889).
- Clean Vehicle Credit: If you bought an electric vehicle (EV) in 2024, provide Form 15400, Clean Vehicle Seller Report from your dealership.
- If you are claiming auto deductions, we need the total and business mileage (auto log) including other details. In some cases, we also need to have actual expenses during 2024 and the original value of leased autos.

RETIREMENT AND ESTATES

- If you are age 72 or older, provide Form 5498 reporting all IRA account balances as of 12/31/23 and 12/31/24.
- A list of IRA and pension contributions during 2024. The list should include amounts and date of contributions.
- Did you give or receive any gifts of more than $18,000 during 2024? If yes, we need details of the gifts. This includes gifts to Education Savings Plans. Form 709 Gift Tax Returns might need to be filed.
- If you have an irrevocable trust, we need the financial statements including information on all disbursements to beneficiaries and a copy of the agreement and amendments.
- If you have received an inheritance, provide Form 8971 from an executor to determine basis information regarding your inheritance.

FORMS AND DOCUMENTS

- Did you have household employees? ___ Yes ___ No. If yes, have you filed W-2s? ___Y____N.
- If you need to file W-2s or 1099s, be sure to prepare and file them by 1/31/25. Have you filed DE 542?
- Any IRS or Franchise Tax Board notices received during 2024.
- All legal documents for formation, sale or purchase of a business(es) including any related entities during the year.
- Foreign Bank & Financial Accounts: Provide full details of the accounts and assets including total values. This includes any foreign accounts regarding cryptocurrency.
- A voided check for the account where your tax payments will be auto debited, or refunds should be direct deposited (optional).
- Did you buy any items outside California (this includes online purchases) without reporting them for sale or use tax? If yes, bring the receipts.
- For new clients, bring your 2023 tax return.
- Any other documents you want to discuss.