Centered on You.℠

Axial Financial Group

Tax Preparation Checklist

Before you file your tax return, use this checklist to stay organized and ensure nothing is missed. If you have any questions about the items on this list, please contact us. We are happy to help.

Personal Information

- ☐ Social Security numbers and birthdates (you, spouse, dependents)
- ☐ Last year's tax return (helpful for reference)
- ☐ Bank account and routing number for direct deposit

Income Sources

- ☐ W-2 forms (employment income)
- ☐ 1099 forms (NEC, K, INT, DIV, B, etc.)
- ☐ Retirement income (1099-R)
- ☐ Social Security benefits (SSA-1099)
- ☐ Unemployment income (1099-G)
- ☐ Investment income (dividends, interest, capital gains)
- ☐ Rental income and expenses
- ☐ Business or self-employment income
- ☐ Sale of property or assets
- ☐ Alimony received (if applicable)

Additional Income to Include

- ☐ Freelance or gig income
- ☐ Partnership or trust distributions
- ☐ Gambling winnings or prizes
- ☐ Stock options or equity compensation
- ☐ Scholarships or grants (if taxable)
- ☐ Jury duty payments
- ☐ Debt forgiveness or cancellations

Adjustments to Income

- ☐ Student loan interest paid
- ☐ Retirement contributions (IRA, SEP, SIMPLE)
- ☐ Health savings account (HSA/MSA) contributions
- ☐ Self-employed health insurance premiums
- ☐ Educator expenses (if applicable)
- ☐ Energy-efficient home improvement costs

Deductions & Credits (If Itemizing)

- ☐ Mortgage interest (Form 1098)
- ☐ Property and state/local taxes paid
- ☐ Charitable donations (cash and non-cash)
- ☐ Medical and dental expenses
- ☐ Childcare expenses (provider details required)
- ☐ Education expenses (Form 1098-T)
- ☐ Adoption-related expenses
- ☐ Investment interest expenses
- ☐ Business use of home (if self-employed)

Taxes Already Paid

☐ Estimated tax payments made during the year

☐ Prior-year refund applied to this year

☐ State and local taxes paid

☐ Vehicle/property taxes

Other Important Information

☐ Foreign bank account details (if applicable)

☐ Rental property documentation

☐ Records of major financial changes

Final Review Before Filing

☐ All documents collected and verified

☐ Personal details are accurate

☐ Deductions and credits reviewed

☐ Copies saved for your records

☐ Advisor consulted (if needed)

Important Note

This checklist is for general informational purposes only and should not be considered tax or legal advice. Please consult with a qualified professional for guidance specific to your situation.

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