Tax File Checklist

Taxpayer name: _____

Social Security number: _____

The following forms are needed for every tax return and must be kept in the taxpayer file – You must also keep a copy of any form used on the return. Place a check next to each form.

- ☐ **TAXPAYER FILE CHECKLIST**- use this checklist to keep track of all documents
- ☐ **ATP TAXPAYER INFORMATION SHEET** filled out and signed by customer
- ☐ **DUE DILIGENCE INTERVIEW SHEET** filled out and signed by you
- ☐ **DEPENDENT INFORMATION SHEET –** if claiming any dependents
- ☐ **DEPENDENT DUE DILIGENCE INTERVIEW SHEET –** must have one per dependent
- ☐ Social Security Card copies if received (not required)
- ☐ Taxpayer & Spouse Identification unless using military ID
- ☐ Copies of income forms (W-2,1099) and other tax documents brought in
- ☐ All additional notes you have about the return

The following forms are common tax documents. Please check the boxes below of all the forms that apply to this taxpayer.

☐W-2
☐1099-NEC
☐1099-SSA
☐1099-R
☐1099-MISC
☐1098-T
☐1099-INT
☐1098 (Mortgage Interest)
☐1099-DIV
☐Social Security Benefits
☐1095-A

☐1099-B
☐1099-G
☐W-2G
☐1099-C
☐Schedule K-1
☐1099-SA
☐1099-K
☐Other: _____
☐Other: _____
☐Other: _____

Paperwork for the following:

☐Charitable Contributions
☐Child Care Expenses
☐Paid property tax invoice

Worksheets for:

☐Schedule A
☐Schedule C
☐Self-Employed Forms
☐Auto Expense
☐Truck Driver

This file was prepared by - Print Employee Name: _____

Sign: _____ Date: _____

Refund Tracking

Date Printed	Check No.	Amount	Fed	St	Adv	Notes
		$				
		$				
		$				
		$				

ALL CHECK STUBS FROM PRINTED CHECKS MUST BE SIGNED BY THE TP AND KEPT IN THE FILE.