



Tax File Checklist

Taxpayer name: _____

Social Security number: _____

The following forms are needed for every tax return – Check next to each box to indicate a copy of each form is in this file.

- TAXPAYER FILE CHECKLIST**- use this checklist to keep track of all documents
- ATS TAXPAYER INFORMATION SHEET** filled out and signed by customer
- DUE DILIGENCE INTERVIEW SHEET** filled out and signed by you
- 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-MISC
- 1099-SSA
- 1099-R
- 1099-NEC
- 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
		\$				
		\$				
		\$				
		\$				