TAX PREPARATION **GUIDE**

Where Creativity Meets Tax Optimization

Contact Information:

- Office Address: Massillon, OH
- Phone Number: 1-(844) 64DGTAX
- Email Address: d.getz@dg-taxpro.net
- Website: www.dg-taxpro.net

CLIENT INTAKE **FORM**

Taxpayer Information

A. TAXPAYER INFORMATION

Full Name:

Social Security Number (SSN):

Date of Birth:

Gender:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Email Address:

Marital Status: □ Single □ Married Filing Jointly □ Married Filing Separately
□ Head of Household □ Qualifying Widow(er)

B. SPOUSE INFORMATION

Full Name:

Social Security Number (SSN):

Date of Birth:

Phone Number:

Email Address:

C. FILING HISTORY AND PREFERENCES

Have you filed taxes in the past three years? ☐ Yes ☐ No

If yes, provide the most recent filing year: ____________________

Would you like electronic filing? ☐ Yes ☐ No

D. ADDITIONAL NOTES OR SPECIAL CIRCUMSTANCES

Please specify any additional details or considerations:

PERSONAL INFORMATION **FORM**

PERSONAL AND FAMILY INFORMATION FORM

Provide details about yourself, dependents, and health insurance coverage.

A. TAXPAYER INFORMATION

Full Name:

Social Security Number (SSN):

Date of Birth:

Address:

B. DEPENDENTS INFORMATION

Full Name teri	**DOB**	**SSN**	**Relationship**	**Lived with You (Y/N)**	**Shared Custody (Y/N)**	**Disabled (Y/N)**

C. HEALTH INSURANCE COVERAGE

1. Was everyone in your household covered by health insurance for the entire year?

- [ ] Yes
- [ ] No

2. If not, specify who was not covered: ____

3. Coverage Type:

- [ ] Employer-Provided Plan
- [ ] Government Plan (Medicare/Medicaid)
- [ ] Purchased through the Marketplace
- [ ] Other:

Identification

Taxpayer

Driver's License Number____________________

Issue Date________________

Expiration Date___________

State_____

____

Spouse

Driver's License Number_____________________

Issue Date_______________________

Expiration Date___________________

State_______

TAX PREP **CHECKLIST**

TAX PREPARATION CHECKLIST

Most of the Financial Information can be found on Business Ledgers and P&L

A. FOR ALL TAXPAYERS

- Government-issued ID (Driver's License, Passport, or State ID)
- Social Security Cards for all individuals listed on the tax return
- Last year's tax return (if available)
- Direct deposit details (Bank name, Routing number, Account number)
- Proof of address (Utility bill, Lease agreement, or Mortgage statement)

B. INCOME SOURCES

- W-2 forms for wages earned
- 1099-MISC or 1099-NEC for freelance/contract income
- 1099-G for unemployment benefits
- Social Security income statements (SSA-1099)
- Interest and dividend income (1099-INT/1099-DIV)
- Stock sales or investments (1099-B)
- Cryptocurrency transactions

C. SELF-EMPLOYMENT INCOME

- Business income and expense records
- Mileage logs for business use of your vehicle
- 1099-K or 1099-NEC for income received via third parties
- Receipts for equipment, supplies, and office expenses
- Home office deduction details (square footage of office vs. home, utility bills)
- Records of estimated tax payments made throughout the year

D. DEDUCTIONS AND CREDITS

- Mortgage interest (Form 1098)
- Property tax receipts
- Student loan interest (Form 1098-E)
- Medical expenses (if above the threshold)
- Childcare expenses with provider details
- Education expenses (Form 1098-T and receipts for books/supplies)
- Charitable contributions (cash and non-cash receipts)

E. RENTAL PROPERTIES

- Rental income statements
- Repair and maintenance receipts
- Mortgage interest and property taxes

F. ADDITIONAL DOCUMENTS

- Legal agreements (e.g., divorce decrees for alimony)
- Health savings account (HSA) contributions and expenses
- Records of student loan interest paid (Form 1098-E)

BUSINESS INFORMATION **FORM**

SMALL BUSINESS INFORMATION FORM

For taxpayers who own or operate a small business.

A. BUSINESS DETAILS

Business Name:	
Business Type:	□ Sole Proprietorship □ LLC □ Partnership
Business Address:	
EIN (Employer Identification Number):	

B. FINANCIAL SUMMARY

Total Revenue for the Year: ______________________________

Expenses Breakdown:

- Office Supplies: ______________________________
- Utilities: ______________________________
- Marketing: ______________________________
- Employee Salaries: ______________________________

C. ASSET DETAILS

New Asset Purchases:

- Asset Name: ______________________________
- Date of Purchase: ______________________________
- Purchase Cost: ______________________________

D. ESTIMATED TAX PAYMENTS

Quarterly Taxes Paid:

- Q1: ____________
- Q2: ____________
- Q3: ____________
- Q4: ____________

DOCUMENT SUBMISSION **TRACKER**

Track every document submitted for tax filing. Use this form to ensure no paperwork is missed.

For Client Use

Category	**Document Name/Type**	**Submitted (Y/N)**	**Date Submitted**	**Notes/Comments**
Personal Information	Government-issued ID (Driver's License, Passport, etc.)	Personal Information		
	Social Security Cards for taxpayer and dependents			
	Previous Year's Tax Return			
	Direct Deposit Information (Bank Name, Routing Number, Account Number)			
	Proof of Name Changes (if applicable)			

INCOME:

- [ ] W-2 Forms for wages earned
- [ ] 1099-MISC or 1099-NEC for freelance/contract income
- [ ] 1099-INT/1099-DIV for interest and dividend income
- [ ] 1099-B for stock sales or investments
- [ ] Include purchase and sale dates for each stock.
- [ ] SSA-1099 for Social Security benefits
- [ ] 1099-G for unemployment benefits
- [ ] Cryptocurrency Transaction Records (if applicable)
- [ ] Include gains, losses, and holding periods.

DEDUCTIONS AND CREDITS:

- [ ] Mortgage Interest (Form 1098)
- [ ] Property Tax Receipts
- [ ] Medical expenses (above the threshold) (Attach receipts and a summary)
- [ ] Childcare expenses (Include provider's name, EIN/SSN, and address)
- [ ] Education expenses (Form 1098-T and receipts for books/supplies)
- [ ] Charitable donations:
    - [ ] *Cash contributions (Attach receipts)*
    - [ ] *Non-cash donations (Attach valuation details)*

SELF-EMPLOYMENT :

- 1099-K for payment platforms (e.g., PayPal, Venmo) K-1
- Profit and Loss Statement for your business
- Mileage logs for business vehicle use (Attach odometer readings, if required)
- Office expenses receipts
- Equipment purchases (Attach receipts and depreciation schedule, if applicable) Previous Years Tax Return

RENTAL PROPERTIES:

- Rental income statements (Include lease agreements if requested)
- Mortgage interest for rental properties (Form 1098)
- Repair and maintenance receipts (Provide detailed breakdown of work done)
- Property tax statements

OTHER:

- Alimony payment documentation (Include legal agreements outlining terms)
- Health savings account (HSA) statements (Include records of contributions and withdrawals)
- Adoption expenses (if applicable)
- Retirement account contribution statements (e.g., IRA, 401(k))

OTHER UNIQUE SITUATIONS:

- Legal settlement income statements
- Bankruptcy or debt forgiveness records (e.g., Form 1099-C)
- Casualty and theft loss documentation (Include insurance claims and police reports)