



Your tax-year checklist

Tax year: _____ Client name: _____

Start here

Complete only the sections that apply. Mark unknown answers and attach supporting records. This organizer collects information; ASY determines eligibility and applies the rules for your tax year. It does not replace your signed intake form or engagement letter.

Keep it secure: Submit this completed organizer and sensitive documents through SmartVault, or bring them to the front desk. Do not email or text Social Security numbers, bank details, IP PINs, or tax documents. Visits are by appointment only.

Your information	Taxpayer	Spouse, if applicable
Full legal name		
Social Security number / ITIN		
Date of birth		
Occupation		
Cell phone		
Current email address		

Current mailing address, city, state and ZIP:

States lived/worked in this year; move dates and prior addresses:

☐ Yes ☐ No ☐ Unsure - Did your marital status, address, citizenship/residency, or name change?

☐ Yes ☐ No ☐ Unsure - Did anyone receive an IRS Identity Protection PIN? Attach current-year notices.

New clients: include last year's federal, state and local returns. Tell us about pending amendments, unpaid balances, and IRS/state notices ("love letters").



Family and life changes

Client name: _____ Tax year: _____

List possible dependents. Attach another page if needed. ASY will review residency, support, income and filing requirements rather than assuming anyone qualifies.

Name / relationship	SSN or ITIN / birthdate	Months in home / student?

☐ Yes ☐ No ☐ Unsure - Did anyone else provide support or claim a listed person?

☐ Yes ☐ No ☐ Unsure - Did a dependent work, file a return, or pay more than half of their own support?

☐ Yes ☐ No ☐ Unsure - Did anyone turn 65, become disabled, or pass away?

☐ Yes ☐ No ☐ Unsure - Did you marry, divorce, separate, adopt, or have a baby?

☐ Yes ☐ No ☐ Unsure - Did you buy, sell, inherit, gift, or transfer property or a business?

☐ Yes ☐ No ☐ Unsure - Did you have a casualty loss, disaster loss, or debt cancellation?

Custody/support agreements, college attendance and other changes to explain:

Foreign accounts and digital assets

☐ Yes ☐ No ☐ Unsure - Did you have foreign accounts, foreign assets, foreign income, or a foreign trust?

☐ Yes ☐ No ☐ Unsure - Did you receive, sell, exchange, or otherwise dispose of digital assets?

Attach foreign-account balances and ownership details, digital-asset transaction histories, cost basis, and exchange statements. Tell ASY about transfers between your own accounts and assets received as gifts or inheritance.



Income from every source

Client name: _____ Tax year: _____

Include all income, even when no form arrives. Do not count the same receipt twice if it appears on multiple forms, a payment app, and your books.

Income / supporting documents	Taxpayer amount	Spouse amount
Wages, tips and overtime - all W-2s		
Interest / savings bonds - 1099-INT, OID		
Dividends / distributions - 1099-DIV		
Pensions, annuities and IRAs - 1099-R		
Social Security / railroad retirement - SSA/RRB		
Unemployment / state refunds - 1099-G		
Partnership, S corporation, estate or trust - K-1		
Gambling winnings AND losses - W-2G, records		
Self-employment / gig work - 1099-NEC, K, MISC		
Rental, royalties, farm / farm rental - records		
Other: awards, jury duty, barter, debt cancellation		

Sales, investments and retirement transactions

Attach complete brokerage statements, 1099-B/1099-DA, cost-basis records and acquisition dates. For real-estate sales, include purchase/sale closing statements, improvements, prior depreciation and any 1031 exchange records. Tell us about inherited assets, stock compensation, IRA rollovers, Roth conversions and charitable IRA distributions.

Tips and overtime - additional information

Attach employer statements/pay records identifying tips and qualifying overtime premium, plus tip logs where applicable. List job/occupation and employer. Not every tip or overtime payment qualifies for an additional deduction; ASY will review tax-year requirements.

Other income or transactions to explain:



Deductions and credits

Client name: _____ Tax year: _____

Provide amounts actually paid and receipts. ASY will compare the standard deduction with allowable itemized deductions and review all tax-year limits.

Information to provide	Amount / notes
Medical/dental costs paid after reimbursements	
Health/Medicare premiums paid; identify payroll deductions	
Medical mileage, travel and lodging records	
State/local income tax paid; prior-year balances	
Real-estate tax; value-based personal property tax	
Sales tax on major purchases - attach receipts	
Mortgage interest / points - all Forms 1098	
Cash donations - qualified charity receipts	
Noncash donations - description, date, value, basis	
Student loan interest - Form 1098-E	
Alimony paid/received - agreement date and changes	

Other items that may affect your return

☐ Yes ☐ No ☐ Unsure - Marketplace health insurance? Attach every Form 1095-A and corrections.

☐ Yes ☐ No ☐ Unsure - Home energy improvements or clean vehicle purchase? Attach invoices, dates, VIN/product details and credit-transfer records.

☐ Yes ☐ No ☐ Unsure - New personal-use vehicle financed? Attach purchase/loan records, VIN and loan interest paid.

☐ Yes ☐ No ☐ Unsure - Adoption, educator costs, military move, disaster costs or other possible benefits?

Do not assume listed costs are deductible. Federal, state and local treatment can differ. For a financed vehicle, purchase date, vehicle eligibility, loan terms and tax-year rules matter.



Education and dependent care

Client name: _____ Tax year: _____

Education - complete one copy per student

Student name, SSN/ITIN, school and degree/program:

☐ Yes ☐ No ☐ Unsure - Was the student enrolled at least half time?

☐ Yes ☐ No ☐ Unsure - Had the student completed four years of postsecondary education before this year?

☐ Yes ☐ No ☐ Unsure - Has an education credit previously been claimed? How many years? _____

Education records - attach 1098-T and school account ledger	Amount / notes
Tuition and required fees actually paid	
Required books, supplies and equipment	
Scholarships, grants and employer assistance	
529/Coverdell distributions - Forms 1099-Q	
Room/board and other expenses - record separately	

American Opportunity and Lifetime Learning credits have different rules. Travel and room/board do not automatically qualify for an education credit. Do not use the same expense for multiple tax benefits.

Child or dependent care - attach provider statements

Provider name / address	Provider SSN/EIN	Person cared for / amount

Employer dependent-care benefits, reimbursements and dates of care:

☐ Yes ☐ No ☐ Unsure - Was care needed so you (and your spouse, if applicable) could work or look for work?

☐ Yes ☐ No ☐ Unsure - Did you pay someone to work in your home? Tell ASY about household employment.

Household payroll obligations depend on the facts and tax-year thresholds; an adult babysitter does not automatically require a W-2. Contact ASY promptly for a review.



Self-employed business

Complete one copy per business. Use the ASY business spreadsheet for detailed entries.

Business name, EIN (if any), activity and business address:

Income / inventory	Amount
Gross receipts (including cash, barter and payment apps)	
Returns/refunds; sales tax collected (separate)	
Beginning inventory / purchases / ending inventory	

Business expenses - business-use portion only	Amount	Business expenses	Amount
Advertising		Contract labor / commissions	
Bank / processing fees		Insurance (not personal health)	
Legal / professional fees		Office / software / subscriptions	
Rent / equipment leases		Repairs / maintenance	
Supplies / materials		Licenses / business taxes	
Utilities / internet		Cell phone - business portion	
Travel (no meals)		Business meals (no entertainment)	
Wages / payroll taxes		Interest (not loan principal)	
Shipping / freight		Other - describe separately	

Vehicle, home office and assets

Attach mileage log: vehicle, total annual miles, business miles, commuting miles and dates/purpose. Supply actual vehicle costs separately; ASY chooses the allowable method without double counting. For home office, provide business/total area, use and household costs.

List equipment, vehicles and improvements with cost, purchase date, date placed in service and business-use percentage. Record owner draws, loan proceeds/repayments and asset purchases separately from operating income and expenses. Do not deduct entertainment as business meals.

Provide contractor/vendor payment records and W-9s. Reporting thresholds differ by year and payment type. Form 1099-NEC is generally due January 31 (next business day if applicable); other forms have different deadlines. Contact ASY early.



Rental property worksheet

Use a separate copy AND a separate rental spreadsheet for EACH property.

Property address, ownership percentage and property type:

Property information	Answer
Purchase date / total cost / land allocation	
Date first available for rent / fair rental days	
Personal-use days / family or below-market use	
Rents and other rental income received	
Refundable deposits received / returned (separate)	

Schedule E expense category	Amount	Schedule E expense category	Amount
Advertising		Auto / travel	
Cleaning / maintenance		Commissions	
Insurance		Legal / professional fees	
Management fees		Mortgage interest	
Other interest		Repairs	
Supplies		Property / other taxes	
Utilities		Other - describe	
Cell phone - rental portion		Depreciation - ASY review	

Keep these separate from operating expenses

Attach closing statements, prior depreciation schedules and records of improvements/assets with cost and in-service dates. Separate repairs from improvements, mortgage interest from loan principal, and refundable deposits from rental income. Record miles separately; do not duplicate vehicle deductions.

☐ Yes ☐ No ☐ Unsure - Did you buy, sell, refinance, convert, or stop renting this property?

☐ Yes ☐ No ☐ Unsure - Did you provide substantial services, have short-term rentals, or rent to family?

Attach sale/refinance records, carryforward losses and details of rental/personal use. ASY reviews depreciation, allocation, activity classification and loss limitations. Include separate information for royalties and farm rentals.



Employee costs and tax payments

Client name: _____ Tax year: _____

Employee expenses - state rules may differ

Most employees cannot deduct unreimbursed job costs on their federal return, but specific exceptions and state deductions may apply. Pennsylvania may allow qualifying required employee expenses on PA Schedule UE. Supply records; ASY reviews eligibility.

Employer-required expense (after reimbursements)	Amount / purpose
Required tools, supplies, uniforms, protective equipment	
Union/professional dues, licenses, required education	
Job travel / lodging / meals / mileage (not normal commute)	
Other job costs; employer reimbursement policy	

Estimated payments and prior-year credits

List each payment with its actual date and the tax year applied. Include federal, state and local payments, extension payments and prior-year refunds applied forward. Do not include withholding already shown on W-2s or 1099s.

Jurisdiction / payment type	Date	Tax year	Amount

Retirement and health savings

Item - attach statements and tax forms	Amount / notes
Traditional/Roth/SEP/SIMPLE IRA contributions; year designated	
HSA contributions / distributions - 5498-SA, 1099-SA	
Employer retirement coverage; IRA basis - prior Form 8606	
Required distributions / inherited accounts / QCDs	



Ready for ASY

Client name: _____ Tax year: _____

Before you submit

- ☐ Signed current intake form AND engagement letter included.
- ☐ All W-2s, 1099s, K-1s and supporting statements included.
- ☐ Prior return, carryovers and depreciation provided if new to ASY.
- ☐ Current-year IP PIN notices included for everyone who received one.
- ☐ Tax-payment confirmations, relevant notices and missing items identified.
- ☐ Business/rental worksheets totalled; one workbook per rental property.
- ☐ Refund/payment bank instructions verified separately with ASY.

Questions, missing documents and anything else we should know

I have supplied the information to the best of my knowledge and identified missing or uncertain items. I retain supporting records for the amounts provided. ASY will review this information and may request additional documentation. This organizer is not an authorization to file a return.

Taxpayer signature / date	Spouse signature / date (if applicable)

Send securely. We will take it from here.

Upload through SmartVault, or bring your documents to the front desk. Your completed return is delivered as a digital copy through SmartVault. A hard copy is available upon request at no additional fee.

Main office: 717-757-5482 | Call/text: 717-759-4227

Monday-Thursday 9-4 | Friday 9-noon | Appointments only

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