



# Tax Preparation Checklist


We know tax season can be overwhelming - What documents do I need?; How do I access the forms?; Who do I call if there's a problem?; What if I get audited? All of these questions are valid and reasonable to wonder. That's why at Jordan Finances, we are here to help and assist with any concerns you may have. We are taking the *worry* out of tax season for you. As your tax preparer, we will handle any issues processing your return or with the IRS, on your behalf.

We have created a Tax Preparation Checklist\*, a step-by-step guide to help you organize your tax documents & information and make sense of what you need. The checklist is dual purpose - in addition to gathering the documents you need, the questions you answer will be used to complete your taxes. Once you have compiled your tax documents, securely upload them with the completed checklist form into your personal DropBox link.

If you have any questions about the checklist or what you must submit, please contact us.

 **Helpful Hint** 

Keep track of your progress by checking off categories as you complete them. As you view your checklist, you will see at a glance what is done and what needs to be accomplished.

 This icon means you'll need to upload the document(s) into your DropBox folder.

 (240) 925 - 6679

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 info@jordanfinances.com

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 www.jordanfinances.com

\*Tax Preparation Checklist is a general guide for most returns. Your tax preparer may request additional information, documents, receipts, or forms at any time during the return process.







# JORDAN FINANCES

## Personal Tax Checklist, CON'T

### Education

Did you, your spouse, or your dependents attend college last year?

No  Yes



Upload form 1098T for each student

### Insurance

Did you have health insurance?

No  Yes



Upload health insurance tax forms

Insurance Carrier	Monthly Insurance Premium	Out of Pocket Medical Expenses
_____	\$ _____	\$ _____

### Home

Did you own a home?

No  Yes



Upload form 1098 and tax paperwork for insurance and taxes.

### Investments

Did you have IRAs, stocks, bonds, dividends?

No  Yes



Upload form 1099-DIV for all investments

### Bank Account Interest

Did you receive interest on any of your bank accounts?

No  Yes



Upload Year End tax information

### Armed Forces

Were you or your spouse in the Armed Forces? Did you receive military retirement?

No  Yes



Upload military retirement tax paperwork

**Helpful Hint**

The 1098T form may be accessible online from your institution's website or it may be mailed.

Dear IRS,  
I am writing to you to cancel my subscription.

Please remove my name from your mailing list.



# JORDAN FINANCES

## Personal Tax Checklist, CON'T

### Occupation

What is your occupation?

Your Occupation	Spouse Occupation <i>(If married)</i>

Did you and/or your spouse receive W-2s?

No  Yes



Upload W2s for all employments

### Social Security

Did you receive Social Security benefits?

No  Yes



Upload Social Security Tax Paperwork

### Pension & Annuity

Did you receive a pension or annuity?

No  Yes



Upload form 1099-R

### Unemployment

Did you or your spouse receive unemployment benefits?

No  Yes



Upload form 1099-G

### Charity

Did you give to charity?

No  Yes

Organization	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

#### Helpful Hint

When saving any documents you are planning to upload to your DropBox Folder, save the document/form in the following format:  
LastName FormType TaxYear

For Form Type, use category in checklist.  
**(e.g. Johnson Health Insurance 2019)**

This helps keep your documents organized and you will not have duplicates.

#### Helpful Hint

Be mindful of the tax year you are completing - As you work through the checklist, think back to the year and think about any additional income, revenue, or financial resources you've received. Things may change from year to year and it is important to provide all necessary documents and forms. Failure to report accurate information could result in Tax Perjury, a federal crime.



# JORDAN FINANCES

## Personal Tax Checklist, CON'T

### State Refund

Did you receive a state refund last tax year?

No  Yes



Upload tax form 1099

### Economic Stimulus

Did you and/or your spouse receive the economic stimulus?

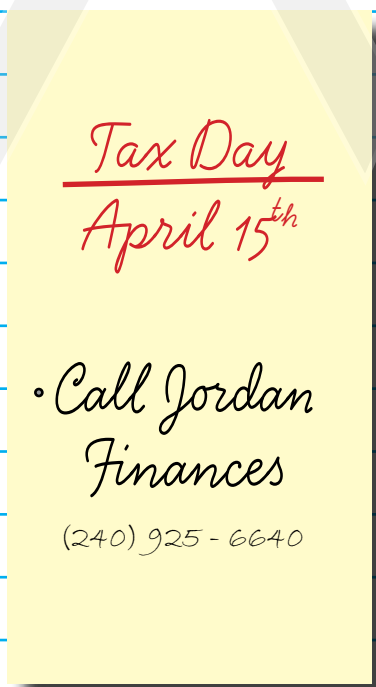
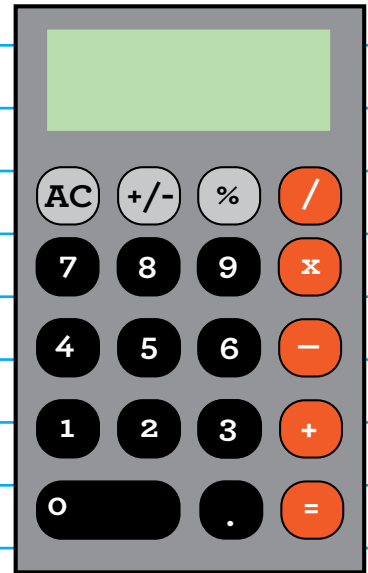
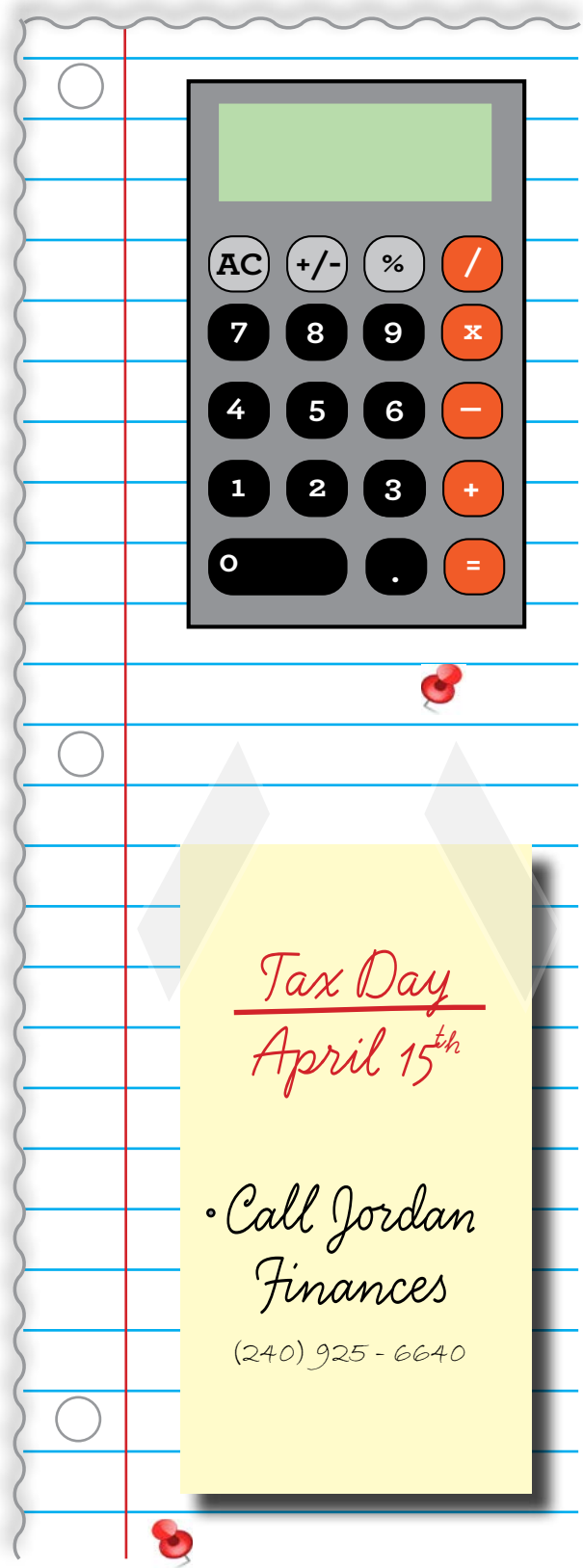
No  Yes

Amount Received  
\$ \_\_\_\_\_

### Previous Taxes



Upload last year's federal and state tax returns



Tax Day  
April 15<sup>th</sup>

• Call Jordan Finances  
(240) 925 - 6640



That's all we need for now! We'll start your return after the checklist and forms are uploaded to DropBox.







# JORDAN FINANCES

## Business Taxes Checklist, CON'T

### Vehicles

Did you own a vehicle dedicated to your business? (If you have multiple vehicles, repeat this form.)

No  Yes

Did you rent or lease a vehicle dedicated to your business? (If you have multiple vehicles, repeat this form )

No  Yes

If yes, how often do you use this vehicle for business? (10%, 20%, 100%, etc.)

\_\_\_\_\_ %

How many miles did you drive for business last year?

\_\_\_\_\_

When did you start using your vehicle for business?

\_\_\_\_\_

Vehicle make, model, & year -

\_\_\_\_\_

Repairs & maintenance expenses -

\$ \_\_\_\_\_

Other vehicle expenses (Gas, tolls, parking, insurance, registration, etc.)

\$ \_\_\_\_\_

### Advertising

Did you pay for advertising for your business? (Business cards, advertisements, Facebook ads, post cards, etc.)

No  Yes \$ \_\_\_\_\_

### Credit Cards

Did you have any business Credit Cards? What is the amount of interest you paid last year?

No  Yes \$ \_\_\_\_\_

### Office Expenses/Supplies

Did you spend money on office expenses/supplies? (Ink, water, snacks, paper, pens, subscriptions, calendars, sticky notes, thumb tacks, notepads, etc.) How much?

No  Yes \$ \_\_\_\_\_

#### Helpful Hint



How do you eat an elephant?  
One bite at a time.

If you feel yourself becoming overwhelmed with the paperwork, forms, and documents - break it up and tackle different categories. You can't eat an elephant at once, you must bite manageable pieces, the same way you would do this checklist.

FYI - We don't actually eat Elephants.

#### Helpful Hint



If you don't have a software to track expenses, keep a good record and save receipts either physically or digitally in the event of an tax audit.





# JORDAN FINANCES

## Business Taxes Checklist, CON'T

### Assets

Did you buy any assets for the business? (Equipment, furniture, computers, tools, etc).

No  Yes

What items did you buy? (For big ticket items, upload receipts)

\_\_\_\_\_

How much did you spend on assets?

\$ \_\_\_\_\_

Did you want the assets to depreciate over the years or take the expenses out at once?

Over the years  All in one year

### Professional Services

Did you use any legal or professional services? (Accountants, lawyers, consultants, LegalAid, Marketer, etc) How much?

No  Yes \$ \_\_\_\_\_

### Office

Did you have a dedicated office space? (Not in your home) How much did you spend on rent?

No  Yes \$ \_\_\_\_\_

Did you operate an office in your home? (Must be a physical space.)  
What percentage of your home was your office? (10%, 20%, 100%, etc.)  
How much did you spend on your rent or mortgage last year?

No  Yes \$ \_\_\_\_\_ %

Did you make any repairs or maintenance on your business property or home office? How much did you spend?

No  Yes \$ \_\_\_\_\_

### Technology Expense

Did you have technology expenses? (Cellphone/business phone plan, computer software, wifi/Internet, website plans, email marketing subscription, etc.) How much?

No  Yes \$ \_\_\_\_\_

Handwritten notes on lined paper with a red vertical margin line and red pushpins. A yellow sticky note is attached to the right side.

*To Do List*

- Purchase more printer paper
- Fax contract to new client
- Order more business cards



# JORDAN FINANCES

## Business Taxes Checklist, CON'T

### Utilities

How much did you spend on utilities for your business property or home office? (Electricity, water, gas, etc.)

No  Yes \$ \_\_\_\_\_

### Merchant Fees

How much did you pay in fees from online merchants? (Square, PayPal, Wave, Venmo, etc.)

No  Yes \$ \_\_\_\_\_

### Liabilities

Do you have any current loans? Repeat as necessary for multiple loans. When did you receive the loan?

No  Yes \_\_\_\_\_

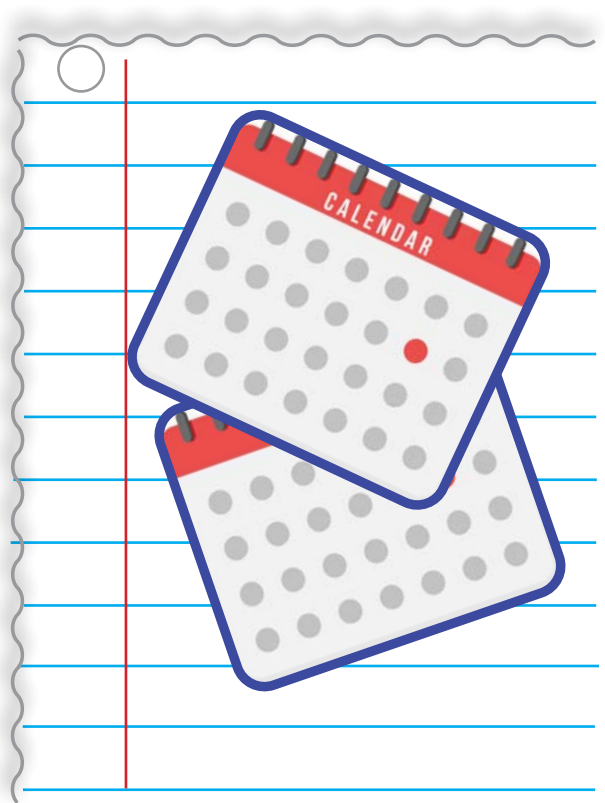
Balance of loan as of the end of last year: \$ \_\_\_\_\_

### Travel Expenses

Did you travel for your business? How much did you spend? Fill out the table below.

No  Yes \$ \_\_\_\_\_

Place or Location	Expenses (Gas, airfare, business meals, hotels, etc.)	Timeframe



That's all we need for now! We'll start your return after the checklist and forms are uploaded to DropBox.





## JORDAN FINANCES

### BRAIN BREAK!



We know...It's a lot of information and forms to gather. Take a few minutes and take a Brain Break! Below is a Sudoku Puzzle. Stay sharp and have some fun! *(Optional)*

# Sudoku Puzzle

Level: *Easy*

	7			2			4	6
	6					8	9	
2			8			7	1	5
	8	4		9	7			
7	1						5	9
			1	3		4	8	
6	9	7			2			8
	5	8					6	
4	3			8			7	

(Answers on next page)

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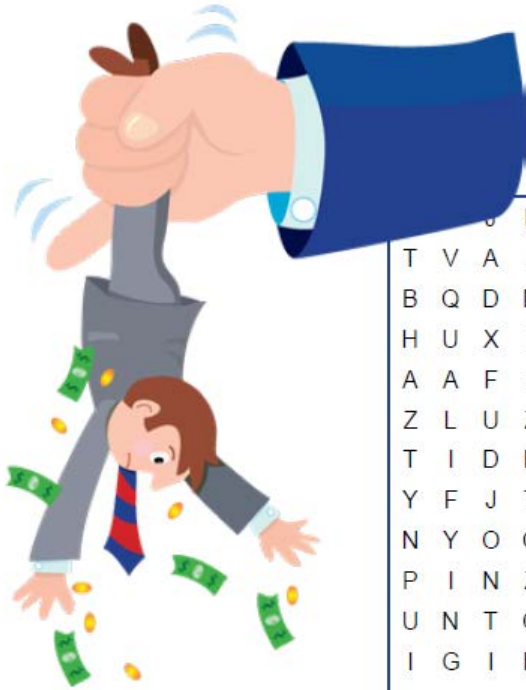


# JORDAN FINANCES

## BRAIN BREAK!



We know...It's a lot of information and forms to gather. Take a few minutes and take a Brain Break! Below is an Income Tax Word Search. Increase your tax literacy and have some fun! *(Optional)*



## Income Tax Word Search

**DIRECTIONS:**  
Find and circle the vocabulary words in the grid. Look for them in all directions including backwards and diagonally.

V	F	T	E	E	U	A	O	Q	I	F	D	D	J	Y	M	W	U	M		
T	V	A	I	O	O	X	P	I	H	S	C	H	E	D	U	L	E	E	X	A
B	Q	D	N	R	U	T	E	R	Z	U	T	A	D	P	L	Z	S	I	T	R
H	U	X	I	P	C	L	X	M	U	V	D	A	S	G	D	E	L	G	P	R
A	A	F	I	S	H	H	A	H	P	L	D	E	P	E	N	D	E	N	T	I
Z	L	U	Z	J	X	C	M	D	I	T	U	N	W	B	T	N	I	O	J	E
T	I	D	E	R	C	W	I	N	J	R	I	K	U	X	F	J	W	H	S	D
Y	F	J	T	V	T	I	E	D	J	U	Q	O	R	F	X	G	N	O	Z	I
N	Y	O	Q	S	P	P	S	P	K	R	S	O	N	B	E	I	J	Y	I	K
P	I	N	Z	A	E	F	K	D	T	S	A	T	D	B	A	R	Y	I	G	Z
U	N	T	O	O	B	R	B	D	R	I	K	Q	E	G	H	D	V	B	S	I
I	G	I	R	S	U	H	E	G	Y	O	R	Z	L	D	M	T	H	G	S	N
N	Z	A	N	D	S	V	T	T	L	R	C	A	W	F	O	R	M	S	O	I
V	E	S	S	N	I	P	L	T	N	J	T	E	U	Z	B	Z	L	I	R	I
E	B	T	I	E	N	O	I	T	A	I	C	E	R	P	E	D	T	S	G	Z
S	S	I	N	W	E	Q	I	V	P	V	U	R	P	G	I	C	R	T	A	N
T	G	F	G	A	S	C	N	A	P	D	I	Q	G	S	U	R	T	J	S	E
M	D	E	L	G	S	K	C	K	S	L	W	U	V	D	J	Z	A	F	X	F
E	U	N	E	E	N	X	O	R	H	G	N	L	E	J	K	F	Y	B	B	I
N	Z	E	I	S	F	W	M	L	G	N	I	D	L	O	H	H	T	I	W	L
T	O	B	E	N	H	T	E	C	B	C	X	T	A	X	E	S	Y	D	I	E

**Sudoku Answer Key**

8	7	5	9	2	1	3	4	6
3	6	1	7	5	4	8	9	2
2	4	9	8	6	3	7	1	5
5	8	4	6	9	7	1	2	3
7	1	3	2	4	8	6	5	9
9	2	6	1	3	5	4	8	7
6	9	7	4	1	2	5	3	8
1	5	8	3	7	9	2	6	4
4	3	2	5	8	6	9	7	1

- ADJUSTED
- AUDIT
- BENEFITS
- BUSINESS
- CAPITAL GAIN
- CREDIT
- DEADLINE
- DEDUCTION
- DEPENDENT
- DEPRECIATION
- EXEMPTION
- FILE
- FORMS
- GROSS
- INCOME
- INTEREST
- INVESTMENT
- IRS
- JOINT
- MARRIED
- QUALIFYING
- RECORDS
- REFUND
- RETURN
- SCHEDULE
- SINGLE
- TAXES
- WAGES
- WITHHOLDING