

Last Four digits of Primary Taxpayer's Social: _____
 Primary Taxpayer Name: _____
 Primary Contact Telephone: _____
 Email: _____
 Current Address: _____

CHECKLIST for Tax Prep Year-2024

Rush Service Requested
Innovative Tax & Reg Inc (916) 769-1580
 Email: Tax@InnovativeHelpline.com (Zelle)

Please provide the following information One-Time (all together) to prepare your income tax returns:

- New Clients/New Dependents provide Social Security Cards/ITIN & Photo IDs/Driver License of all the adults and Birth Certificates for Children
- Identity Protection PIN, if IRS has issued
- Copy of Last year's tax return (if applicable, for new clients)
- Bank A/c & Routing numbers/ Voided Check for Direct Deposit/Debit Tax Refund/Due
- Any Change from previous year? _____
- Medical Coverage Proof: Form 1095-A (CoveredCA) 1095-B 1095-C No-Coverage

The Base Service Fee is listed below, additional items/forms will incur additional service charges, please enquire about your particular situation:

- Individual W2 return for Single taxpayer \$175
- Individual W2 return for Married taxpayers \$200
- Sch-C return (Additional Sch-C's will be extra) \$250
- Owner/Operator Sch-C return with Assets/Depreciation \$350
- S-Corp Business return base fee including FTB 800Pmt setup, SOI, BOI & Meeting Minutes \$735
- Tax Extension \$45

Please note that the following fees will be added to the base fees for each additional service needed:

- IRS Installment Agreement \$45
- Reconciliation of Health Care Coverage (CoveredCA) \$45
- Brokerage/Stocks Reconciliation \$65 (Fee will vary depending on transactions/forms)
- Clean Vehicle Credit/Residential Clean Energy (Solar) Credit \$65
- Changes to the return after production of the 1st draft, each revision \$75
- Online Tax Payment Setup for IRS / FTB for Estimated Tax or Balance Due Payment \$45
- Rush Service Charge \$100

Later on during the year, after Original Tax Preparation:

Preparation of IRS Form 8962, if Form 1095-A wasn't provided at original tax preparation \$175

Amendment on tax return for any other reasons, Fee will vary depending on situation.

IRS or FTB Letters review \$45. Additional Copies of Tax Returns via Paper or Email \$25.

- Payment for Base Tax Preparation Fee** \$_____ paid via Zelle at 916-769-1580, please provide receipt. Any additional Fee will be advised after review of the tax documents. The Service Fees are Non-Refundable. The payment processing fee may apply for Non Zelle payments.

List of Documents Provided:

- W2/W2G Wages 1099-NEC/Misc Income 1099-INT/DIV Interest/Dividends SSA-1099 Social Security
- 1099-R Retirement Distributions K1 S-Corp/Partnership 1099-G Unemployment 1098 Mortgage-Interest/Auto Loan & Business Credit Card Interest Property Tax Statements 1098-T Tuition Statement
- Statements/receipts for medical expenses/Contributions IRS/FTB or Other Tax Agencies Letters received
- Estimated Tax Payment Receipts Form 15400 Clean Vehicle/Solar Energy Credit Statements/Receipts
- Stocks/Bonds Statements

Signature X _____

Date _____

PLEASE CHECK ANY BOXES THAT HAVE A 'YES' ANSWER, it will help us to better prepare your tax return:

- Has your **address changed** from last year?
- Did your **marital status** change? Provide new status
- Are there **changes in dependents**? For New Borns provide Social & Birth Certificate
- Did you adopt a child or begin the adoption process?
- Did you collect **unemployment** or social security? Provide Form 1099-G
- Did you receive as a reward, award or payment for property or services; or sell, exchange, or otherwise dispose of a **digital asset (or a financial interest in a digital asset)**? Example Bit Coin/ Cryptocurrency/ Stocks etc. Please provide statements.
- Did you pay college costs/**student loan interest** for a dependent, self, or spouse?
- Did you forfeit any interest from closing a CD account?
- Did you receive disability payments?
- Did you do any bartering or trading of labor?
- Did you have any foreign taxable income or foreign tax?
- Did you make or receive alimony payments?
- Did you make **contributions/ withdrawals** from an IRA, Keogh, SEP or Retirement plan?
- Did you make payments for **child care**? If yes, please provide the following:
Child(ren) name(s), Amounts paid, Care provider's name, address, Tax ID, Telephone number
- Did you buy/sell/refinance a residence or rental property? Bring closing/escrow papers.
- Did you receive payments on prior year sales or property?
- Did you expect your current year income to be substantially different from previous year?
- Did you make any gifts of more than \$15,000 to any individual?
- Were you a non-resident or part year resident of your state?
- Did you receive stock options or grants or exercise Company Stock Options?
- Did you make improvements to your home which increased its energy efficiency or purchased electric vehicle?
- Are you claiming deductions for travel/entertainment/business gifts? You must substantiate by adequate records. If yes, the following is required to substantiate travel and entertainment: Amount, time and place, date and description of gift, business relationship, business purpose
- Did you acquire/form/close a business entity?
- Did you purchase assets for use in a business?
- Did you operate a business or Opened a Corporation/LLC?
- Did you use your car in work or business?
- Do you use a portion of your home as an office?
- Any purchases over the internet, by mail or telephone, where no California Sales & Use tax paid?
- Any activity pertaining to HSA/MSA/FSA, Roth conversions etc.?
- Did you make any **Estimated Tax Payment**? Provide Amount \$_____ and proof of payment.
- Did you receive any **other income** or deduction not entered anywhere else?
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Signature X _____

Date _____