

SERVIAMIGO TAX & ADVISORY

Tax Document Checklist Package

Everything you need to gather before tax preparation begins — for individuals, the self-employed, businesses, rental property owners, and ITIN applicants.

01 Individual Tax Checklist

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Individual Tax Checklist

Common documents for employees, families, homeowners, investors and retirees.

Use this checklist to gather the documents commonly needed for an individual federal and state income tax return. Not every item will apply to every taxpayer.

PERSONAL INFORMATION

- ☐ Government-issued photo identification for taxpayer and spouse
- ☐ Social Security cards or ITIN letters for taxpayer, spouse and dependents
- ☐ Dates of birth for taxpayer, spouse and dependents
- ☐ Current address, phone number and email
- ☐ Bank routing and account numbers for direct deposit or payment
- ☐ Copy of the prior-year tax return, especially for new clients
- ☐ IRS Identity Protection PIN, if issued

INCOME DOCUMENTS

- ☐ Form W-2 — wages
- ☐ Form 1099-NEC — contractor income
- ☐ Form 1099-MISC — other income
- ☐ Form 1099-K — payment platform income
- ☐ Form 1099-INT — interest income
- ☐ Form 1099-DIV — dividend income
- ☐ Form 1099-B — investment sales
- ☐ Form 1099-R — retirement distributions
- ☐ Form SSA-1099 — Social Security benefits
- ☐ Form 1099-G — unemployment or state tax refund
- ☐ Schedule K-1 — partnership, S corp or trust income
- ☐ Other income records not reported on a tax form

DEDUCTIONS AND CREDITS

- ☐ Form 1098 — mortgage interest
- ☐ Property tax records
- ☐ Charitable contribution records
- ☐ Form 1098-T — tuition statement
- ☐ Form 1098-E — student loan interest
- ☐ Childcare provider name, address, EIN/SSN, and amount paid
- ☐ Adoption expense records
- ☐ Retirement contribution records
- ☐ Health Savings Account forms
- ☐ Form 1095-A — Marketplace insurance
- ☐ Estimated federal and state tax payments
- ☐ Energy-efficient home improvement records, if applicable

TELL US IF YOU...

- ☐ Got married or divorced
- ☐ Had or adopted a child
- ☐ Changed jobs
- ☐ Moved to another state
- ☐ Started a business or self-employment activity
- ☐ Bought or sold a home
- ☐ Bought or sold investments
- ☐ Began receiving retirement income
- ☐ Received income from outside the United States
- ☐ Received an IRS or state notice

Important: Upload documents through the secure ServiAmigo client portal. Do not send Social Security numbers, identification documents, tax forms or bank information through regular email, text message or WhatsApp.

Self-Employed Tax Checklist

Income, expenses, mileage, equipment and other records for independent contractors and sole proprietors.

Use this checklist if you are a freelancer, independent contractor or sole proprietor reporting Schedule C income.

PERSONAL & TAX INFORMATION

- ☐ Government-issued photo identification
- ☐ Social Security card or ITIN letter
- ☐ Prior-year tax return
- ☐ IRS Identity Protection PIN, if issued
- ☐ Estimated tax payment records

BUSINESS INCOME

- ☐ Forms 1099-NEC
- ☐ Forms 1099-K
- ☐ Forms 1099-MISC
- ☐ Cash, checks and direct-deposit income
- ☐ Payment processor reports
- ☐ Sales records or income summary
- ☐ Other business income not on a tax form

BUSINESS EXPENSES

- ☐ Advertising and marketing
- ☐ Bank and merchant processing fees
- ☐ Business insurance
- ☐ Contract labor
- ☐ Education and training
- ☐ Equipment and tools
- ☐ Legal and professional fees
- ☐ Licenses and permits
- ☐ Office expenses and supplies
- ☐ Postage and shipping
- ☐ Rent or workspace expense
- ☐ Software and subscriptions
- ☐ Telephone and internet
- ☐ Travel expenses
- ☐ Business meals
- ☐ Uniforms or protective clothing
- ☐ Other ordinary business expenses

VEHICLE & MILEAGE

- ☐ Business mileage log
- ☐ Total annual vehicle mileage
- ☐ Parking and tolls
- ☐ Vehicle purchase or lease documents
- ☐ Fuel, repairs, insurance and registration, when applicable

HOME OFFICE

- ☐ Square footage of home
- ☐ Square footage used exclusively for business
- ☐ Rent or mortgage interest
- ☐ Property taxes
- ☐ Utilities
- ☐ Homeowners or renters insurance
- ☐ Repairs related to the office area

ASSETS & EQUIPMENT

- ☐ Computers
- ☐ Furniture
- ☐ Machinery
- ☐ Vehicles
- ☐ Tools and equipment
- ☐ Purchase date and cost of each item

ADDITIONAL INFORMATION

- ☐ Health insurance premiums
- ☐ Retirement plan contributions
- ☐ Business loans and interest
- ☐ Inventory records, if applicable
- ☐ Sales tax records, if applicable
- ☐ Business-use percentage for mixed personal and business expenses

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Business Tax Checklist

Financial reports, payroll records, asset purchases and tax documents commonly needed for partnerships, S corporations and corporations.

Use this checklist for partnerships, S corporations and corporations preparing a business tax return.

BUSINESS INFORMATION

- ☐ Legal business name
- ☐ Employer Identification Number
- ☐ Business address and contact information
- ☐ Entity type
- ☐ Date the business began
- ☐ Ownership information and percentages
- ☐ Copy of the prior-year business tax return
- ☐ Formation documents and amendments, if new client
- ☐ IRS election letters, including S corporation approval if applicable

FINANCIAL REPORTS

- ☐ Year-end profit and loss statement
- ☐ Year-end balance sheet
- ☐ General ledger
- ☐ Trial balance, if available
- ☐ Bank reconciliation reports
- ☐ Accounts receivable report
- ☐ Accounts payable report
- ☐ Inventory report, if applicable

BANK & FINANCIAL ACCOUNTS

- ☐ Year-end bank statements
- ☐ Credit card statements
- ☐ Loan statements
- ☐ Line-of-credit statements
- ☐ Merchant processor reports
- ☐ Business savings and investment statements

INCOME

- ☐ Gross sales or revenue
- ☐ Forms 1099-K
- ☐ Forms 1099-NEC received by the business
- ☐ Other business income
- ☐ Returns, refunds and discounts
- ☐ Customer deposits or advance payments, when applicable

PAYROLL

- ☐ Forms W-2 and W-3
- ☐ Quarterly payroll returns
- ☐ Forms 941
- ☐ Federal unemployment tax return
- ☐ State payroll reports
- ☐ Officer compensation details
- ☐ Payroll summary by employee
- ☐ Health insurance paid for owners or employees
- ☐ Retirement plan contributions

CONTRACTORS

- ☐ Forms 1099-NEC issued
- ☐ Forms W-9 from contractors
- ☐ Contractor payment summary

ASSETS & DEPRECIATION

- ☐ Equipment purchased or sold
- ☐ Vehicles purchased or sold
- ☐ Furniture and computers purchased
- ☐ Buildings or leasehold improvements
- ☐ Purchase date and cost
- ☐ Financing documents
- ☐ Prior depreciation schedule

BUSINESS EXPENSES

- ☐ Rent or lease expense
- ☐ Utilities
- ☐ Insurance
- ☐ Professional fees
- ☐ Advertising
- ☐ Software and subscriptions
- ☐ Repairs and maintenance
- ☐ Travel and meals
- ☐ Vehicle expenses
- ☐ Office expenses
- ☐ Interest expense
- ☐ Taxes and licenses
- ☐ Other business expenses

OWNERSHIP & DISTRIBUTIONS

- ☐ Owner contributions
- ☐ Owner draws or distributions
- ☐ Shareholder or partner loans
- ☐ Changes in ownership
- ☐ Capital account information
- ☐ Partner or shareholder health insurance

COMPLIANCE INFORMATION

- ☐ Estimated tax payments
- ☐ Extension payments
- ☐ State tax payments
- ☐ Franchise tax reports
- ☐ Sales tax filings
- ☐ Notices received from the IRS or state agencies

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Rental Property Checklist

Rental income, property expenses, mortgage statements, repairs and asset information.

Use this checklist to gather documents for rental real estate reported on your tax return.

PROPERTY INFORMATION

- ☐ Property address
- ☐ Date purchased
- ☐ Purchase price
- ☐ Closing statement
- ☐ Date placed in service as a rental
- ☐ Ownership percentage
- ☐ Number of rental days
- ☐ Number of personal-use days
- ☐ Prior-year depreciation schedule

RENTAL INCOME

- ☐ Total rent received
- ☐ Security deposits kept as income
- ☐ Late fees
- ☐ Application fees
- ☐ Insurance reimbursements
- ☐ Other property income
- ☐ Form 1099-K or other income forms

RENTAL EXPENSES

- ☐ Advertising
- ☐ Cleaning and maintenance
- ☐ Commissions
- ☐ Insurance
- ☐ Legal and professional fees
- ☐ Management fees
- ☐ Mortgage interest
- ☐ Property taxes
- ☐ Repairs
- ☐ Supplies
- ☐ Utilities
- ☐ HOA fees
- ☐ Landscaping
- ☐ Pest control
- ☐ Travel related to the property
- ☐ Other rental expenses

IMPROVEMENTS & ASSETS

- ☐ Appliances
- ☐ Furniture
- ☐ Flooring
- ☐ Roof replacement
- ☐ HVAC system
- ☐ Remodeling
- ☐ Major plumbing or electrical work
- ☐ Purchase date and cost of each improvement

MORTGAGE & FINANCING

- ☐ Form 1098
- ☐ Year-end mortgage statement
- ☐ Loan interest paid
- ☐ Refinancing documents
- ☐ Home equity loan information related to the property

PROPERTY SALE (IF APPLICABLE)

- ☐ Closing statement from the purchase
- ☐ Closing statement from the sale
- ☐ Sales price
- ☐ Selling expenses
- ☐ Improvement records
- ☐ Prior depreciation schedule
- ☐ Date the property stopped being rented

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ITIN Application & Renewal Checklist

Identification documents, tax records and other information commonly needed for an ITIN application or renewal.

Use this checklist when applying for a new ITIN or renewing an existing one.

APPLICANT INFORMATION

- ☐ Full legal name
- ☐ Mailing address
- ☐ Foreign address, if applicable
- ☐ Date and country of birth
- ☐ Country of citizenship
- ☐ Foreign tax identification number, if applicable
- ☐ Type of U.S. visa, if applicable
- ☐ Date of entry into the United States, if applicable

IDENTIFICATION DOCUMENTS

If a passport is not available, additional identification documents may be required. Documents must meet current IRS identification and certification requirements.

- ☐ Valid passport

TAX DOCUMENTS

- ☐ Federal income tax return requiring the ITIN
- ☐ Forms W-2
- ☐ Forms 1099
- ☐ Income records
- ☐ Dependent documentation, when applicable
- ☐ Prior ITIN letter, for renewals
- ☐ Prior-year tax return, if available

DEPENDENTS (IF APPLYING FOR ONE)

Additional documentation may be required to establish identity, foreign status and residency.

- ☐ Passport
- ☐ Birth certificate
- ☐ School records
- ☐ Medical records
- ☐ Residency records

RENEWAL APPLICANTS

- ☐ Existing ITIN number
- ☐ IRS ITIN assignment letter, if available
- ☐ Reason for renewal
- ☐ Tax return or filing requirement supporting the renewal

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