HAWKINS | ASH CPAs

Tax Season Checklist

A Simple Guide to Preparing Your Tax Information

STEP 1

GET ORGANIZED

- ❑ Create a folder (digital or paper) for tax documents
- ❑ Review last year's return for reference
- ❑ Set aside time to complete your organizer
- ❑ Track incoming tax forms as they arrive

STEP 2

GATHER YOUR TAX DOCUMENTS

- ❑ W-2s (all employers)
- ❑ 1099 Forms (INT, DIV, NEC, MISC, B, K, etc.)
- ❑ Full investment and brokerage statements
- ❑ Retirement income statements
- ❑ Mortgage interest and property tax statements
- ❑ Other income or deduction documents

TIP: When available, please provide full PDF statements rather than photos or screenshots. This helps ensure nothing is missed.

STEP 3

SUMMARIZE YOUR INFORMATION (WHEN APPROPRIATE)

- ❑ For certain types of expenses and activities, a clear summary is more helpful than individual receipts.
- ❑ Total medical expenses
- ❑ Summarize charitable contributions
- ❑ Prepare business/farm income and expense totals
- ❑ Reconcile accounts (business/farm owners)
- ❑ Prepare Excel or QuickBooks reports (if applicable)

Why summaries help: We rely on your totals to prepare your return efficiently. Reviewing hundreds of individual receipts usually isn't necessary and can slow down the process. A well-prepared summary allows us to focus on accuracy and planning—while helping keep your preparation costs down.

Important: Please continue to keep all receipts and supporting documents for your records. We may request specific items if needed, but in most cases, summaries are sufficient.

Continued on next page.

STEP 4

PREPARE BUSINESS & FARM RECORDS (IF APPLICABLE)

- ❑ All 2025 activity recorded
- ❑ Accounts reconciled
- ❑ Expense categories reviewed
- ❑ QuickBooks backup or reports prepared
- ❑ Income/expense worksheet completed

If you maintain your own records, providing a complete summary helps avoid duplication and ensures nothing is overlooked.

STEP 5

COMPLETE YOUR TAX ORGANIZER

- ❑ Answer every question fully
- ❑ Report life changes (job, dependents, address, investments, etc.)
- ❑ Use summaries where requested
- ❑ Do not duplicate information from source documents
- ❑ Review for completeness

The organizer is often the primary way we learn about changes in your situation. A complete organizer helps us serve you better.

STEP 6

UPLOAD THROUGH THE CLIENT PORTAL

- ❑ Use PDF files when available
- ❑ Combine related documents into grouped uploads
- ❑ Label files clearly
- ❑ Avoid uploading dozens of individual files
- ❑ Notify us when most documents are submitted
- ❑ Note any items still pending

Grouped, well-labeled uploads help us process your return more quickly.

STEP 7

PROVIDE PAYMENT & REFUND INFORMATION

- ❑ Bank routing and account numbers (for direct deposit)
- ❑ Estimated tax payment records (if applicable)
- ❑ Prior-year carryforward information (if applicable)

STEP 8

AVOID COMMON DELAYS

- ❑ No photos or partial scans
- ❑ No unsorted stacks of receipts
- ❑ No duplicate entries
- ❑ No incomplete statements

Organized summaries and complete documents help avoid unnecessary follow-up.

STEP 9

FINAL REVIEW BEFORE SUBMISSION

- ❑ All documents uploaded
- ❑ Organizer completed
- ❑ Summaries included
- ❑ Banking info provided
- ❑ Questions addressed

STEP 10

STEP 10: KEEP YOUR RECORDS

- ❑ Store receipts and documents securely
- ❑ Maintain records for at least 7 years
- ❑ Keep digital backups when possible

QUESTIONS? If you're unsure whether to provide individual documents or a summary, please reach out. We're happy to guide you.