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# Tax Season Preparation Checklist

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Presented by

**AVID FINANCIAL SOLUTIONS**

# Empower Your Tax Season Success: Leverage Our Innovative and Comprehensive 2024 Tax Preparation Guide

At Avid Financial Solutions, we're dedicated to facilitating your success by offering innovative and effective tools. Our 2024 Tax Season Preparation Guide is meticulously crafted to provide you with a step-by-step roadmap, ensuring you're well-prepared for the upcoming tax season



**As you prepare for the upcoming tax season, use this comprehensive checklist to ensure you have everything in order. This guide is designed to help you gather all the necessary documents and information for a smooth and efficient tax filing process.**

Our comprehensive 2024 Tax Season Preparation Guide equips you with step-by-step instructions, ensuring you effectively organize and manage your tax documents.



#### PERSONAL INFORMATION:

- Social Security Numbers (SSN) for you, your spouse, and any dependents.
- Dates of birth for all persons listed on the return.



#### INCOME DOCUMENTS:

- W-2 forms from all employers.
- 1099 forms for any additional income (e.g., 1099-MISC for contract work, 1099-INT for interest, 1099-DIV for dividends).
- Records of any other income (e.g., rental income, alimony received).



#### INVESTMENT INCOME STATEMENTS:

- Forms 1099-INT, 1099-DIV, 1099-B, or K-1s.
- Year-end investment statements.
- Records of capital gains or losses.

# Solution – Steps



## EXPENSE RECORDS:

- Mortgage interest: Form 1098.
- Real estate and personal property tax records.
- Receipts for medical expenses, charitable donations, and work-related expenses (if itemizing).



## EDUCATION EXPENSES:

- Forms 1098-T from educational institutions.
- Receipts for qualified education expenses.
- Student loan interest statement (Form 1098-E).



## RETIREMENT CONTRIBUTIONS:

- Traditional and Roth IRA contribution records.
- Pension plan or 401(k) statements.
- Records of any distributions from IRAs or retirement plans.



## OTHER DOCUMENTATION:

- Records of any estimated tax payments made during the year.
- Any IRS correspondence received during the year.



## HEALTHCARE INFORMATION:

- Forms 1095-A, B or C (Affordable Care Act statements).
- Records of Health Savings Account (HSA) contributions.



## STATE AND LOCAL TAXES (SALT):

- Statements of state and local income tax paid.
- Receipts for personal property tax paid.



## CHILDCARE EXPENSES:

- Records of childcare expenses: provider's name, address, tax ID, and amount paid.



## BANK ACCOUNT INFORMATION:

- Bank account and routing numbers for direct deposit of your refund.



## LAST YEAR'S TAX RETURN:

- Copy of your 2023 tax return for reference.





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Remember, organizing these documents early can help avoid last-minute stress and potentially maximize your deductions and credits.

If you have any specific situations or need further clarification, please consult with a **AFS Tax Professional.**



# THANK YOU

For more information and resources, visit the **AFS Client Portal** or contact us directly. We're here to assist you every step of the way.