



500 W Franklin Street, Suite E, Appleton, WI 54911
30 Lake Terrace Drive, Dawsonville, GA 30534
office@designlifsjourney.com

(920) 205-9305
(678) 491-9744
www.designlifsjourney.com

BRING THE FOLLOWING INFORMATION WITH YOU IF IT APPLIES TO YOUR SITUATION:

MOST PEOPLE NEED

- Current driver's license or other official ID and social security cards for each family member.
- Routing and account number of your checking account for your refund check
- Health insurance documentation, 1095 A/B/C; health savings account information and documentation of medical expenses
- Self-employment insurance premium payments, long-term care policy payments
- Most recent W-2s, W-2G, and paycheck stubs, unemployment (1099-G)
- Childcare records, IRS Letter 6419 details to report your advance Child Tax Credit (CTC) payment
- Social Security (SSA-1099) and/or retirement plan distribution (1099-R)
- Investment account statements (mutual fund, brokerage, annuity, employer stock options statements, etc.) (1099-INT, 1099-DIV)
- Retirement account statements (401(k), 403(b), IRAs, etc); IRA contributions
- College savings plan statements; student loan interest
- Other investment information in reference to real estate or other business investments
- Last year's tax return and source documents (unless on file)
- Tax payments: property, state & local, personal property; estimated tax payment details
- Home mortgage statement
- Charitable donations
- Adoption costs
- Foreign bank information if applicable
- Economic Impact Payment (IRS Letter 6475)
- Energy efficiency purchase receipts

BUSINESS DOCUMENTS

- Business tax identification number- EIN
- Last year's tax return
- Cost of goods sold: beginning balance, inventory purchases, ending inventory, items removed for personal use, materials and supplies
- Returns & allowances
- Income documentation, 1099-MISC, 1099-NEC, K-1 for sales & services, other income, tax credits/refunds
- Accrual-based: records of A/R income, A/P expenses
- Expenses records, check register, receipts, credit card statement:

advertising	employee benefits	technology equipment	travel expenses
auto expense	insurance	software	phone
commissions & fees	bank account interest	rentals & leases	utilities
contract labor	mortgage	repairs and maintenance	wages/payroll
depletion	legal & professional fees	supplies	subscriptions/memberships
depreciation records	office expenses	licenses & permits	in-home office expenses
	pension & profit sharing plans information		
- For 1099 workers you paid: I-9, 1099-NEC or 1099-MISC
- Mileage reports
- Depreciations tables