



Belle Capital Management  
**Accounting, Finance, Tax**

## Tax Preparation Checklist For Individuals and Businesses

Please upload the completed tax checklist to the secure client portal  
emailed to you using your preferred email address.

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# TAX PREP CHECKLIST

Please use the tax checklist below to find the documents and forms you'll need to get started and be sure to upload these documents directly into our secured client portal.

## PERSONAL INFORMATION

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- ☐ Your social security number or tax ID number
- ☐ Your spouse's full name and social security number or tax ID number

## DEPENDENT(S) INFORMATION

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- ☐ Dates of birth and social security numbers or tax ID numbers
- ☐ Childcare records (including the provider's tax ID number) if applicable
- ☐ Income of other adults in your home
- ☐ Form 8332 showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

## SOURCES OF INCOME

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### Employed

- ☐ Forms W-2

### Unemployed

- ☐ Unemployment, state tax refund (1099-G)

### Self-Employed

- ☐ Forms 1099, Schedules K-1, income records to verify amounts not reported on 1099s
- ☐ Records of all expenses — check registers or credit card statements, and receipts
- ☐ Business-use asset information (cost, date placed in service, etc.) for depreciation
- ☐ Office in home information, if applicable
- ☐ Record of estimated tax payments made (Form 1040-ES)

## **Rental Income**

- ☐ Records of income and expenses
- ☐ Rental asset information (cost, date placed in service, etc.) for depreciation
- ☐ Record of estimated tax payments made (Form 1040–ES)

## **Retirement Income**

- ☐ Pension/IRA/annuity income (1099-R)
- ☐ Traditional IRA basis (i.e., amounts you contributed to the IRA that were already taxed)
- ☐ Social security/RRB income (1099-SSA, RRB-1099)

## **Savings & Investments or Dividends**

- ☐ Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- ☐ Income from sales of stock or other property (1099-B, 1099-S)
- ☐ Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)
- ☐ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- ☐ Expenses related to your investments
- ☐ Record of estimated tax payments made (Form 1040–ES)

## **Other Income & Losses**

- ☐ Gambling income (W-2G or records showing income, as well as expense records)
- ☐ Jury duty records
- ☐ Hobby income and expenses
- ☐ Prizes and awards
- ☐ Trusts
- ☐ Royalty Income 1099–Misc.
- ☐ Any other 1099s received
- ☐ Record of alimony paid/received with ex-spouse's name and SSN

## **TYPES OF DEDUCTIONS**

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### **Home Ownership**

- ☐ Forms 1098 or other mortgage interest statements
- ☐ Real estate and personal property tax records
- ☐ Receipts for energy-saving home improvements (e.g., solar panels, solar water heater)
- ☐ All other 1098 series forms

### **Charitable Donations**

- ☐ Cash amounts donated to houses of worship, schools, other charitable organizations
- ☐ Records of non-cash charitable donations
- ☐ Amounts of miles driven for charitable or medical purposes

### **Medical Expenses**

- ☐ Amounts paid for healthcare insurance and to doctors, dentists, hospitals

### **Health Insurance**

- ☐ Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- ☐ Form 1095-B and/or 1095-C if you had insurance coverage through any other source (e.g., an employer, insurance company, or government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- ☐ Marketplace exemption certificate (ECN) if you applied for and received an exemption from the Marketplace (Exchange)

### **Childcare Expenses**

- ☐ Fees paid to a licensed day care center or family day care for care of an infant or preschooler
  - ☐ Wages paid to a baby-sitter
- Don't include expenses paid through a flexible spending account at work

### **Educational Expenses**

- ☐ Forms 1098-T from educational institutions
- ☐ Receipts that itemize qualified educational expenses
- ☐ Records of any scholarships or fellowships you received
- ☐ Form 1098-E if you paid student loan interest

### **K-12 Educator Expenses**

- ☐ Receipts for classroom expenses (for educators in grades K-12)

### **State & Local Taxes**

- ☐ Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- ☐ Invoice showing amount of vehicle sales tax paid

### **Retirement & Other Savings**

- ☐ Form 5498-SA showing HSA contributions
- ☐ Form 5498 showing IRA contributions
- ☐ All other 5498 series forms (5498-QA, 5498-ESA)

### **Federally Declared Disaster**

- ☐ City/county you lived/worked/had property in
- ☐ Records to support property losses (appraisal, clean up costs, etc.)
- ☐ Records of rebuilding/repair costs
- ☐ Insurance reimbursements/claims to be paid
- ☐ FEMA assistance information
- ☐ Check FEMA site to see if my county has been declared a federal disaster area

### **Other Important Tax Documents**

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#### **Last Year's Federal and State Tax Returns**

- ☐ Both personal and business returns

#### **Current Financial Statements and Bookkeeping Records**

- ☐ Journal entries and/or worksheets
- ☐ Profit and loss statement
- ☐ Balance sheet
- ☐ Trial balance
- ☐ General ledger

#### **General Business Expenses**

- ☐ Home office deduction

- ☐ Vehicle deductions
- ☐ Sold and/or purchased assets
- ☐ Salaries and wages paid to employees
- ☐ Commissions to subcontractors

## **Important Tax Dates – 2020 Filing Due Dates for 2019 Tax Year**

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### **Extensions**

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|--|------------------------------|
| <input type="checkbox"/> Form 1065 Extended Returns – LLC / Partnership      | Due September 15th           |
| <input type="checkbox"/> Form 1120-S Extended Returns – S-Corporations       | Due September 15th           |
| <input type="checkbox"/> Form 1041 Extended Returns – Trust and Estates      | Due September 30th           |
| <input type="checkbox"/> Form 1120-C Extended Returns – C-Corporations       | Due October 15th             |
| <input type="checkbox"/> Form FinCEN 114 Extended Return with form 1040      | Due October 15 <sup>th</sup> |
| <input type="checkbox"/> Form 5500 Extended- Employee Benefit Plans          | Due October 15th             |
| <input type="checkbox"/> Form 990 Extended Returns – Tax Exempt Organization | Due November 16th            |

### **Tax Returns**

- |   |                            |
|---|----------------------------|
| <input type="checkbox"/> Form 1065 Tax Returns – LLC / Partnership      | Due March 16th             |
| <input type="checkbox"/> Form 1120-S Tax Returns – S-Corporations       | Due March 16th             |
| <input type="checkbox"/> Form 1041 Tax Returns – Trust and Estates      | Due April 15th             |
| <input type="checkbox"/> Form 1120-C Tax Returns – C-Corporations       | Due April 15th             |
| <input type="checkbox"/> Form FinCEN 114 FBAR                           | Due April 15 <sup>th</sup> |
| <input type="checkbox"/> Form 1040 Tax Returns - Individuals            | Due April 15th             |
| <input type="checkbox"/> Form 990 Tax Returns – Tax Exempt Organization | Due May 15 <sup>th</sup>   |
| <input type="checkbox"/> Form 5500 Employee Benefit Plans               | Due July 31st              |

### **Other Filings**

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|---|------------------|
| <input type="checkbox"/> Form W2 & certain 1099-Misc (electronic or mail) | Due January 31st |
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*\*Please note: Some of the above due dates are different from standard filing dates due to holidays or weekends.*