RBTS TAX PREPARATION/INTERVIEW CHECKLIST

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Tax Year(s) ________________________

Client Name(s) ____

This checklist provides assistance in gathering the information necessary to accurately and completely file your taxes. While this list may not be all inclusive, it will help to organize your information for easy preparation of your return.

NEW for 2025

Individuals that purchased a new vehicle after 12/31/2024 may qualify for the **new car loan interest deduction** up to $10,000.00 if you meet the following criteria:

- Vehicle has to be a new passenger vehicle for personal use
- Vehicle must have had its final assembly in the United States
- Vehicle must have a gross vehicle weight rating (GVWR) under 14,000 lbs
- Vehicle must be purchased with a loan (not a lease)
- Loan must originate after December 31, 2024
- Vehicle will be expected to be used for more than 50% personal use (including commuting) when the loan is originated

State and local tax (SALT) deduction limit increased. The overall limit on the deduction for state and local income, sales, and property taxes has increased to $40,000 ($20,000 if married filing separately). The overall limit is reduced if your modified adjusted gross income is more than $500,000 ($250,000 if married filing separately) but will not be reduced below $10,000 ($5,000 if married filing separately).

New Schedule 1-A (Form 1040) Recent legislation provided four new deductions that take effect beginning in 2025. These new deductions are **no tax on tips**, **no tax on overtime**, **no tax on car loan interest**, and the **enhanced deduction for seniors**. If you are eligible, you can claim these deductions even if you itemize on Schedule A. If you are eligible and don't itemize, you will claim these deductions on Schedule 1-A, not on Schedule A.

Remember: Taxpayers are responsible for the accuracy of their tax return even if someone else prepares it for them.

General Information

Your name ________________________________ US Citizen Y___ N___

Current mailing address____

City______________________ State___________ ZIP_______________

Social Security #s for You (_____ ___ ______) / Your Spouse (_____ ___ ______)

Your date of birth _____________ Your Spouses' date of birth_____________

Your email address____

Your Phone number _______________________

Your Marital Status as of December 31^{st}: S___ HOH___ MFJ___ MFS____ QW___

Your Drivers License # ________________ State ______

Issue Date ______________ Exp Date ________________

Spouses' Drivers License # ________________ State ________

Issue Date _______________ Exp Date _________________

Last year was you/your spouse: Totally and Permanently disabled Y___ N___;

Full time student Y___ N___; Legally Blind Y___ N___

Do you have Educational Expenses for You and Your Spouse Y____ N____

Can anyone claim you/your spouse as a dependent Y___ N___

Presidential Election Campaign Fund (PECF) (Circle one) Do You /Your Spouse wand $3 to go to this fund Y___ N___

Dependents' Names

1.____ DOB_____________________

SSN_______________________ Relationship__________________ No Mos lived with

you_________

2.____ DOB_____________________

SSN_______________________ Relationship__________________ No Mos lived with

you_________

3.____ DOB_____________________

SSN_______________________ Relationship__________________ No Mos lived with

you_________

- ___Copy of Last Year's Tax Return
- ___ Dependents' Post High School Educational Expense
- ___ Child Care Expenses for Each Dependent
- ___ Prior Year Adjusted Gross Income (AGI) & Personal Identification
- ___ Number (PIN)-how to find last year's adjusted gross income (AGI)
- ___ Routing Transmit Number (RTN) (For direct deposit/debit purposes)
- ___ Bank Account Number (BAN) (For direct deposit/debit purposes)
- ___ Provide Identity Protection PIN(IPPIN) if issued

General Taxable Income

- ___ W-2 Form(s) for Wages, Salaries, and Tips
- ___ Interest Income Statements: Form 1099-INT & 1099-OID
- ___ Dividend Income Statements: Form 1099-DIV
- ___ Sales of Stock, Land, etc.: Form 1099-B
- ___ Sales of Real Estate: Form 1099-S
- ___ State Tax Refunds: Form 1099-G
- ___ Alimony Received or Paid
- ___ Scholarship Income Form W-2 and 1098-T
- ___ Unemployment Compensation Received
- ___ Miscellaneous Income: Form 1099-MISC
- ___ Non Employee Compensation Income: Form 1099 NEC

- ___ At any time in 2020, did the taxpayer receive, sell, send, exchange or acquire any financial interest in any virtual currency?
- ___ Income from Debt Cancellation: Form 1099-C
- ___ Cash Payments Not reported on Forms W-2 or 1099

Retirement Income

- ___ Retirement Income: Form 1099-R
- ___ Disability Income (Workers Compensation and Insurance Payments)
- ___ Social Security Income and Railroad Retirement Income: Form SSA-1099

Business Income and Expense

- ___ Business Income
- ___ Business Expenses
- ___ Rental Income and Expenses
- ___ Farm Income and Expenses
- ___ Form K-1 Income from Partnerships, Trusts, and S-Corporations
- ___ Tax Deductible Miles Traveled for Business Purposes

Tax Credits

- ___ Child Care Credit (Provider Address, I.D. Number and Amounts Paid)
- ___ Adoption Credit (Show Expense and Information on Adoption Agency)
- ___ Foreign Tax Credit
- ___ First Time Home Buyer Tax Credit
- ___ Education Credit
- ___ Retirement Savings Contribution Credit
- ___ Child Tax credit
- ___ Residential Energy Credit
- ___ General Business Credits

Itemized Deductions and Expenses

- ___ Medical Expenses for the Family
- ___ Medical Insurance Paid
- ___ Prescription Medicines and Drugs
- ___ Doctor and Dentist Payments
- ___ Hospital and Nurse Payments
- ___ Tax Deductible Miles Traveled for Medical Purposes
- ___ Home Mortgage Interest from Form 1098
- ___ Home Second Mortgage Interest Paid
- ___ Real Estate Taxes Paid
- ___ State Taxes Paid with Last Year's Return (if itemized)
- ___ Personal Property Taxes Paid
- ___ Charitable Cash Contributions
- ___ Fair Market Value of Non-cash Contributions to Charities

- ___ Unreimbursed Expenses Related to Volunteer Work
- ___ Miles Traveled for Volunteer Purposes
- ___ Casualty and Theft Losses
- ___ Amount Paid to Professional Preparer Last Year
- ___ Unreimbursed Expenses Related to Your Job
- ___ Miles Traveled Related to Your Job
- ___ Union and Professional Dues
- ___ Investment Expenses
- ___ Job-hunting Expenses
- ___ IRA Contributions
- ___ Student Loan Interest Paid
- ___ Moving Expenses
- ___ Last Year's Tax Preparation Fees
- ___ **Vehicle Loan Interest Deduction**

  Vehicle VIN Number ____________________________
  Vehicle Year ___________, Make _______________, Model ____________
  Loan Origination Date __________________________
  Outstanding Principal $________________
  Business Interest $_________________, Personal Interest $_________________

Tax and Estimate Payments

- ___ Estimated Payments Made with ES Vouchers
- ___ Last Year's Tax Return Overpayment Applied to This Year
- ___ Off Highway Fuel Taxes Paid
- ___ Taxes Paid from Forms W-2 and 1099
- ___ Nontaxable combat Pay Election
- ___ Earned Income Credit
- ___ American Opportunity Credit
- ___ Additional Child Tax credit
- ___ Excess Social Security and Tier 1 RRTA Taxes Withheld
- ___ Amounts Paid with Requests for Extension of Time to File
- ___ Self Employment Tax
- ___ Household Employment Tax
- ___ Unreported Social Security and Medicare Tax
- ___ Additional Tax on IRA’s and Other Qualified Plans
- ___ Premium Tax Credit
- ___ Repayment of First Time Homebuyer Credit

I attest that the information provided in this checklist is true and correct to the best of my ability.

Signed___________________________________ Dated______________________