# WHAT TO UPLOAD AHEAD OF YOUR APPOINTMENT

## INCOME

YES N/A

- ☐ ☐ W-2s
- ☐ ☐ 1099-G (Unemployment Received)
- ☐ ☐ 1099-R (Distributions from IRAs/401ks/other retirement accounts)
- ☐ ☐ 1099-INT (Interest Income) and/or 1099-DIV (Dividend and Capital Gain Income) or 1099 Composite Package
- ☐ ☐ 1099-B (Sale of Stocks/Mutual Funds) - Check to see if all sales have corresponding cost info
- ☐ ☐ 1099-MISC/1099-NEC (Self Employment Income) - **FILL OUT BUSINESS INCOME/EXPENSE WORKSHEET**
- ☐ ☐ 1099-K (If you accept credit cards, Paypal or Venmo for business or online sales)
- ☐ ☐ 1099-A/1099-C (Cancellation of Debt or Property Foreclosures)
- ☐ ☐ K1 with Basis Schedule (Income from Partnership, Estate, Trust or S Corp)
- ☐ ☐ SSA-1099 (Social Security Income)
- ☐ ☐ Alimony/Spousal Maintenance Received - **AMOUNT** ______ **DATE OF DECREE** ______
- ☐ ☐ Rental Income - **FILL OUT RENTAL INCOME WORKSHEET**
- ☐ ☐ Did you receive Student Loan Forgiveness in 2025? - **AMOUNT** ______ **DATE OF FORGIVENESS** ______
- ☐ ☐ Did you own or have signature authority over any foreign financial assets (bank, brokerage, etc.) during the tax year? If yes, please provide info on foreign investment income and max account values during tax year
- ☐ ☐ Did you receive any gifts or inheritance from foreign persons or entities during the year?
- ☐ ☐ Do you have any other sources of income (bartering, hobbies, sales of property etc...)? If yes, please provide information
- ☐ ☐ Did you receive, sell, send, exchange or otherwise acquire cryptocurrency in 2025? If yes, enclose a list of sales/exchanges

## DEDUCTIONS/CREDITS

YES N/A

- ☐ ☐ Childcare - Provide Statement from childcare provider or Nanny Payroll Reports including name, address and amount paid
- ☐ ☐ 1098-T (Tuition Statement for College Education) **Provide billing statement showing actual tuition payments plus receipts for books/supplies**
- ☐ ☐ 1098-E (Student Loan Interest Paid) - **NEW MN CREDIT!** See page 3 for details of what to provide
- ☐ ☐ 1098 (Mortgage Interest Paid)
- ☐ ☐ Did you buy, sell or refinance any property this year? **Provide all Settlement Statements / Closing Disclosure**
- ☐ ☐ Charitable Donations - Provide receipts plus itemized list of non-cash items/values.
- ☐ ☐ Proof that children live with you - Provide school, health records or other documents. This is for **ALL** dependents this year
- ☐ ☐ Quarterly Estimated Tax Payments - **Provide list of date and amount of each payment made -** See page 6 for details
- ☐ ☐ 1095-A (Health Insurance obtained through the Healthcare Exchange)
- ☐ ☐ 1099-SA (Distributions from a Health Savings Account) - Please provide a copy
- ☐ ☐ Did you buy a New or Used Electric Vehicle in 2025? - Please provide your credit certificate from the dealer
- ☐ ☐ Did your dependent have investment income? - Provide tax forms
- ☐ ☐ All Adoption Papers and proof of expenses for Adoption Credit
- ☐ ☐ MN Long Term Care Insurance & 529 plans - See page 3 for details
- ☐ ☐ MN K-12 Education Expenses - See page 3 for details
- ☐ ☐ MN CRP (Certificate of Rent Paid)

## OTHER IMPORTANT ITEMS TO UPLOAD

YES N/A

- ☐ ☐ Copy of Picture ID - Front and Back **required for all taxpayers this year**
- ☐ ☐ Signed Release of Exemption Form 8332 if you are claiming a child that does not live with you
- ☐ ☐ **For NEW clients:** Copy of last year's tax return
- ☐ ☐ S-Corps & Partnerships: BEFORE SCHEDULING an appointment, email all bookkeeping to your accountant
- ☐ ☐ **NEW Bank Account?**: Please upload a voided check to update your Direct Deposit/ACH info for tax refunds

# TAX PREPARATION WORKSHEET

## PERSONAL DATA

| | |
|---|---|
| Taxpayer Name | Spouse's Name |
| SSN | SSN |
| DOB | DOB |
| Phone | Phone |
| Email Address | Email Address |
| Occupation | Occupation |

| | | | |
|---|---|---|---|
| Street Address | City | State | Zip |

| DEPENDENT 1 | DEPENDENT 2 | DEPENDENT 3 |
|---|---|---|
| Name | Name | Name |
| SSN | SSN | SSN |
| DOB | DOB | DOB |
| Relationship | Relationship | Relationship |
| K-12 Education Expense (See Page 3) | K-12 Education Expense (See Page 3) | K-12 Education Expense (See Page 3) |
| Daycare Expense | Daycare Expense | Daycare Expense |
| Daycare Name | Daycare Name | Daycare Name |
| Daycare SSN/ Fed ID# | Daycare SSN/ Fed ID# | Daycare SSN/ Fed ID# |
| Daycare Address | Daycare Address | Daycare Address |

## DEDUCTIONS

| | |
|---|---|
| Student Loan Interest* | Car Tabs |
| College Tuition/Fees | Property Taxes |
| College Books and Req. Supplies | Mortgage Interest Paid |
| Health Insurance | Home Eq. Loan Interest*** |
| HSA Contributions (Attach 1099-SA) | New or Used Electric Vehicle***** |
| Charity by Cash/Check | Long Term Care Ins Premiums**** |
| Non-Cash Charity (Donated Goods)** | Medical Expenses |
| Educator Classroom Expenses | Did you Move? YES ☐ ☐ NO Date of Move |
| Alimony Paid (Provide SS# of Recipient) | Energy Efficient Upgrades***** |
| IRA Contributions ☐ TRADITIONAL $ | ☐ ROTH $ ☐ SEP $ |

*See Page 3 for detailed information needed to claim potential MN Credit

**Provide itemized donation receipts if non-cash donations exceed $500. Click Here for help valuing your non-cash donations.

***Home equity interest is no longer deductible if NOT used for home improvements/purchase. Provide details on loan balances and use of proceeds.

****See Page 3 for detailed information needed to claim MN Credit.

*****Provide cost and receipt/credit certificate for each energy efficient home improvement or electric vehicle purchase.

## ADDITIONAL NOTES OR QUESTIONS

# MN RESIDENTS ONLY

| STUDENT LOAN INTEREST CREDIT | LOAN 1 | LOAN 2 | LOAN 3 |
|---|---|---|---|
| Total Amount Paid in 2025 (Principle & Interest) | | | |
| Original Loan Balance* | | | |
| Total Interest Paid (See 1098E) | | | |

*Contact your loan provider for this information before your appointment

| LONG TERM CARE INSURANCE CREDIT | | |
|---|---|---|
| Insurance Company Name | Policy # | Insurance Prems Paid |
| Insurance Company Name | Policy # | Insurance Prems Paid |

| 529 CONTRIBUTIONS | | |
|---|---|---|
| Broker Name | Account # | Total Contributions |
| Broker Name | Account # | Total Contributions |
| Broker Name | Account # | Total Contributions |

| MN K-12 EDUCATION EXPENSES** | CHILD 1 | CHILD 2 | CHILD 3 |
|---|---|---|---|
| Name | | | |
| Grade Level | | | |
| Required School Expenses | | | |
| Fees for Enrichment Activities Outside of School | | | |
| Organization | | | |
| Class Type | | | |
| Fees for Individual Instruction Outside of School | | | |
| Organization | | | |
| Class Type | | | |
| Purchase or Rental of Musical Instruments for School | | | |
| Transportation Costs Paid to Others | | | |
| Personal Computer Hardware and Educational Software | | | |

** For information on what expenses qualify for this deduction, Click Here

| NONGAME WILDLIFE FUND DONATION | |
|---|---|
| Would you like to make a donation to the Nongame Wildlife Fund on your MN Tax Return? | |
| ☐ YES ☐ NO | Amount |

| MN POLITICAL DONATIONS*** |
|---|
| Click Here for details on what political contributions are eligible for a refund |
| Form PCR is filed by mail separately from your MN Tax Return |

*** We don't need information from you on this. We just wanted to make you aware that you can apply on your own!

# RENTAL PROPERTY WORKSHEET

*FILL OUT ONE SHEET FOR EACH PROPERTY - DO NOT COMBINE*

| | | | |
|---|---|---|---|
| Street Address | City | State | Zip |
| Date Rental Started | Property Type | | |

| RENTAL INCOME | AMOUNT |
|---|---|
| Total Rents Received *(Do not include refundable deposits)* | |

| EXPENSES | AMOUNT |
|---|---|
| Advertising & Promotions *(Advertising for rental property)* | |
| Business Miles Driven *(Miles driven for rental business)* | |
| Cleaning and Maintenance* *(Any cleaning or maintenance costs)* | |
| Commissions* *(Paid to rental agencies, etc.)* | |
| Insurance *(PMI, liability and/or umbrella policies)* | |
| Legal and Accounting | |
| Management Fees* *(Paid for management by someone else)* | |
| Interest - Mortgage *(Provide Form 1098)* | |
| Interest - Other *(Credit cards/other loans just for rental)* | |
| Repairs* *(Repairs to rental property)* | |
| Supplies *(General supplies for rental property)* | |
| Taxes *(Property Taxes)* | |
| Utilities *(Paid by you for rental property)* | |
| Association Dues | |
| Rental License Fees | |
| Bank Charges *(Bounced check fees, etc.)* | |
| Appliances *(Use Equipment Worksheet to list multiple items)* | |
| Improvements *(Major improvements - Use Equipment Worksheet to list multiple items)* | |
| Furnishings *(Use Equipment Worksheet to list multiple items)* | |

***REQUIRED** - If you paid $600 or more to subcontractors you must file form 1099-NEC for their labor cost by Jan 31st

- Provide Settlement Statement/Closing Disclosure for any purchase, sale or refinance
- Fill out one of these pages for EACH RENTAL PROPERTY
- If converting property to rental, we need Fair Market Value of property at time of conversion as well as your cost of buying and improving property

## AIRBNB, VRBO & SHORT TERM RENTAL

| | |
|---|---|
| How many days was property rented during the year? | |
| Sales Tax Collected/Paid | |
| Fees Paid to Online Services | |
| Was average stay of guests 7 days or less? | ☐ YES ☐ NO |

# BUSINESS INCOME / EXPENSE WORKSHEET

*FILL OUT ONE SHEET FOR EACH BUSINESS - DO NOT COMBINE*

Business Name / Profession

| INCOME | 1099NEC / SELF-EMPLOYMENT | W2 |
|---|---|---|
| Income Received *(List all self-employed income in 1099NEC / Self Employment column)* | | |
| Sales Tax Collected: Only if included in "Income Received" above | | |
| **COST OF GOODS SOLD** | **1099NEC / SELF-EMPLOYMENT** | **W2** |
| Total Production Costs *(Direct costs to make products)* | | |
| Ending Inventory *(At your cost, not retail)* | | |
| **EXPENSES** | **1099NEC / SELF-EMPLOYMENT** | **W2** |
| Advertising: Promo, Website costs, etc. *(Anything for promotion of business)* | | |
| Auto Expenses *(See auto and in home office worksheet below)* | SEE AUTO WORKSHEET | |
| Commissions and Fees *(Agents, managers, etc.)* | | |
| Subcontractors* *(Total labor - Did you pay any one person more than $600?)* YES ☐ ☐ NO | | |
| Equipment Purchases *(Items costing more than $500 have a useful life > 1 year)* | SEE EQUIPMENT WORKSHEET | |
| Business Insurance | | |
| Business Interest *(Loans or 100% business credit cards)* | | |
| Legal and Accounting | | |
| Office and Postage | | |
| Equipment Rental *(Equipment Rental and Car Rental — including gas)* | | |
| Business Rent *(Rent for office or practice space)* | | |
| Equipment Repairs *(Repairs on computers, equipment, etc.)* | | |
| Supplies *(Any small items needed for bus.)* | | |
| Taxes & Licenses *(Business licenses and/or Misc. Business taxes-MNCare, etc.)* | | |
| Travel *(Airfare, lodging - not food or auto)* | | |
| Local Business Travel *(Uber, Lyft, Taxi)* | | |
| Meals In Town *(Business meals, coffee, drinks with others)* | | |
| Entertainment *(Sporting events, golf etc)* | | |
| Days Out of Town *(For out of town meal per diems)* | SEE PER DIEM WORKSHEET | |
| Wages Paid to Others *(Provide details on payroll and payroll taxes)* | | |
| Bank and Credit Card Charges *(On business accounts)* | | |
| Dues and Subscriptions *(Memberships, magazines, etc.)* | | |
| Research and Development *(Books, classes, activities in your field)* | | |
| Telephone / Total Cost | Bus. Use % | Bus. Use % |
| Internet / Total Cost | Bus. Use % | Bus. Use % |
| Computer Software | | |
| Printing and Film Processing *(For business photos)* | | |
| Business Gifts *(Limited to $25 per recipient per year)* | | |
| Costumes and Props *(Performers - things only worn on stage)* | | |
| Personal Maintenance *(Performers - direct costs for performance image)* | | |
| **OTHER** | **1099NEC / SELF-EMPLOYMENT** | **W2** |
| Health and Dental Insurance Paid | | |
| Quarterly Estimates Paid *(Provide dates & amounts paid)* | SEE ESTIMATED PAYMENTS WORKSHEET ON NEXT PAGE | |
| Other: | | |

***REQUIRED** - If you paid $600 or more to subcontractors, you must file a form 1099-NEC for their labor costs by January 31st

*You can create and file Form 1099-NEC online with 15% discount, Click Here

# AUTO EXPENSE WORKSHEET

| FILL OUT FOR BOTH MILEAGE & ACTUAL EXPENSE METHODS | VEHICLE 1 | VEHICLE 2 |
|---|---|---|
| Year and Make of Vehicle | | |
| Date Purchased/Leased | | |
| Is the vehicle owned/leased by you | ☐ YES ☐ NO | ☐ YES ☐ NO |
| Odometer Reading on December 31 | | |
| Total Miles Driven in 2025 | | |
| Business Miles Driven 2025 *(Only for cars that you own or lease)* | | |
| W2 Employee Miles Driven | | |
| Commuting Miles Driven *(Between home and primary work location)* | | |
| Parking and Tolls | | |
| License Plate Taxes (Car Tabs) Paid | | |
| Interest Expense | | |

| FILL OUT BELOW ONLY IF CLAIMING ACTUAL EXPENSES | VEHICLE 1 | VEHICLE 2 |
|---|---|---|
| Purchase Price / Lease Equivalent *(If new purchase)* | | |
| Gas | | |
| Repairs & Maintenance | | |
| Insurance | | |
| Lease Cost | | |

# ESTIMATED PAYMENTS MADE

| | FEDERAL PAYMENTS | | STATE PAYMENTS | |
|---|---|---|---|---|
| Overpayment applied from 2024 | DATE | AMOUNT | DATE | AMOUNT |
| Quarter One | DATE | AMOUNT | DATE | AMOUNT |
| Quarter Two | DATE | AMOUNT | DATE | AMOUNT |
| Quarter Three | DATE | AMOUNT | DATE | AMOUNT |
| Quarter Four | DATE | AMOUNT | DATE | AMOUNT |
| Additional Payments | DATE | AMOUNT | DATE | AMOUNT |
| **TOTALS** | TOTAL PAID | $ 0.00 | TOTAL PAID | |

# IN-HOME OFFICE EXPENSE WORKSHEET

| | OFFICE 1 | OFFICE 2 |
|---|---|---|
| Address *(Please list if you moved during the year)* | | |
| Square Footage of Office | | |
| Square Footage of Entire House | | |
| Date Placed in Service | | |
| Mortgage Interest Paid | | |
| Property Taxes Paid | | |
| Insurance on Home *(Hazard and Private Mortgage Insurance)* | | |
| General Home Repairs and Maintenance* | | |
| Direct Office Space Repairs and Maintenance | | |
| General Home Improvements* *(Use Equipment Worksheet to list Separate Improvement Projects)* | | |
| Direct Office Space Improvements *(Use Equipment Worksheet to list Separate Improvement Projects)* | | |
| Utilities *(Gas, Electric, Water, Trash)* | | |
| Security System | | |
| Rent Paid | | |
| Other | | |
| Association Dues | | |
| Cost of Home *(Only needed if new: List purchase price + prior year improvement costs)* | | |

* Generally, any single home project costing less than $2500 can be listed in the Repairs and Maintenance Category. Any project exceeding that amount would be an Improvement. For multiple home improvement projects exceeding $2500, please use the Equipment Worksheet to list out each Improvement Project.

# EQUIPMENT WORKSHEET

| ITEM | DATE PURCHASED | COST* | BUSINESS % OF USE | DATE SOLD | SALE PRICE |
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| **TOTALS** | | $ 0.00 | | | $ 0.00 |

* If first year of business and you had personal equipment that became business, please list Fair Market Value rather than purchase price

☐ *Check here to elect to treat any single items costing under $2,500 as an expense. If checked, only list items > $2,500 above and include smaller expenses in supplies.*

# PER DIEM WORKSHEET - DAYS OUT OF TOWN

Click Here for US Rates
Only Use M & IE Rate

Click Here for Foreign Rates
Only Use M & IE Rate

| DATE | CITY, STATE | COUNTRY | NIGHTS STAYED | RATE* | TOTAL PER DIEM | ACTUAL COST** |
|---|---|---|---|---|---|---|
| | | | | | $ 0.00 | |
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| | | | | | $ 0.00 | |
| TOTALS | | | 0 | | $ 0.00 | $ 0.00 |

*Use the "M&IE" column on PD websites. Scroll down past Lodging section to find Meals & Incidentals (M & IE) section
**List Actual Meal expenses for trips out of town IF actual costs exceed the Per Diem allowed for that trip

**THE END - PLEASE SAVE, THEN UPLOAD TO OUR CLIENT PORTAL**