

The Quidvis logo, featuring a stylized 'Q' with a red swoosh and the word 'Quidvis' in black.

Income Tax Return Checklist

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Income Tax Return Checklist

INDIVIDUAL

Quidvis Individual Income Tax Return Checklist is designed to assist in the accurate and complete preparation of your individual income tax return. Please review each section carefully and provide all applicable information and supporting documentation. Supplying thorough and timely details will help ensure compliance with current tax laws and allow us to identify all eligible deductions, credits, and reporting requirements.

If any item does not apply to your situation, please indicate accordingly. Should you have questions or require clarification while completing this checklist, do not hesitate to reach out for assistance.

1. Personal Information

- ⇒ Full legal name (as shown on Social Security card)
- ⇒ Social Security Number (SSN) or ITIN
- ⇒ Date of birth
- ⇒ Current address
- ⇒ Filing status (Single, Married Filing Jointly, etc.)
- ⇒ Bank account & routing number (for direct deposit/refund)

2. Dependents Information

- ⇒ Names and SSNs of dependents
- ⇒ Dates of birth
- ⇒ Relationship to you
- ⇒ Months lived in your home
- ⇒ Childcare provider information (name, address, EIN/SSN)

3. Income Documents

Employment

- ⇒ W-2 forms

Self-Employment / Business

- ⇒ 1099-NEC / 1099-MISC
- ⇒ Income and expense records
- ⇒ Business-use-of-home details (if applicable)

Investment Income

- ⇒ 1099-INT (interest)
- ⇒ 1099-DIV (dividends)
- ⇒ 1099-B (stock sales)
- ⇒ Cryptocurrency transactions

Retirement Income

- ⇒ 1099-R (pensions, IRAs)
- ⇒ SSA-1099 (Social Security benefits)

Other Income

- ⇒ Unemployment (1099-G)
- ⇒ Rental income records
- ⇒ Alimony received
- ⇒ Gambling winnings (W-2G)
- ⇒ Other miscellaneous income

Real Estate & Rental

- ⇒ Rental income
- ⇒ Lease agreements
- ⇒ Expenses

4. Adjustments to Income (Above-the-Line Deductions)

- ⇒ Educator expenses
- ⇒ Student loan interest (1098-E)
- ⇒ Tuition payments (1098-T)
- ⇒ IRA contributions
- ⇒ Health Savings Account (HSA) contributions (5498-SA)
- ⇒ Self-employed health insurance

5. Itemized Deductions (if applicable)

Medical Expenses

- ⇒ Out-of-pocket medical, dental, vision costs
- ⇒ Health insurance premiums

Taxes Paid

- ⇒ State & local taxes (SALT)
- ⇒ Property taxes
- ⇒ Vehicle registration fees

Interest Paid

- ⇒ Mortgage interest (Form 1098)
- ⇒ Home equity loan interest

Charitable Contributions

- ⇒ Cash donations
- ⇒ Non-cash donations (receipts required)

Casualty & Theft Losses

- ⇒ Documentation of losses (if applicable)

6. Credits

- ⇒ Child Tax Credit
- ⇒ Child and Dependent Care Credit (childcare expenses)
- ⇒ Education credits (1098-T)
- ⇒ Earned Income Credit (EIC)
- ⇒ Energy-efficient home improvements
- ⇒ Electric vehicle purchase

7. Health Insurance

- ⇒ Form 1095-A (Marketplace insurance)
- ⇒ 1095-B / 1095-C (if applicable)

8. Retirement & Savings

- ⇒ IRA contributions
- ⇒ 401(k) contributions (via W-2)
- ⇒ HSA activity



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9. Property & Investments

- ⇒ Sale of home (closing statement)
- ⇒ Rental property income/expenses
- ⇒ Capital asset purchases/sales

10. Prior Year Information

- ⇒ Last year's tax return
- ⇒ Prior year carryforwards (losses, credits)

11. Payments & Estimates

- ⇒ Estimated tax payments made
- ⇒ State tax refunds received (1099-G)
- ⇒ Extension payments (if any)

12. Additional Information

- ⇒ Foreign bank accounts/assets (FBAR/FATCA)
- ⇒ Identity Protection PIN (IP PIN)
- ⇒ Any IRS notices received

Quidvis™ preparation of your tax return is based solely on the information and documentation you provide. You are responsible for the accuracy, completeness, and substantiation of all income, deductions, credits, and other tax-related information reported on your return. We do not audit, verify, or independently confirm the information you provide unless specifically engaged to do so.

Please notify us of any significant life events or financial changes during the tax year, including but not limited to marriage, divorce, birth or adoption of a child, changes in employment, retirement, sale or purchase of property, receipt of cryptocurrency transactions, foreign financial accounts, or changes in residency status.

Failure to provide complete and accurate information may result in errors, additional taxes, penalties, interest, delayed processing, or the loss of tax benefits. If information becomes available after your return has been filed, an amended return may be required.

By submitting your documents and information, you acknowledge that you have reviewed this checklist and understand your responsibility to provide complete and accurate tax information for the preparation of your return.

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BUSINESS

Quidvis Business Income Tax Return Checklist is designed to assist in the accurate and complete preparation of your individual income tax return. Please review each section carefully and provide all applicable information and supporting documentation. Supplying thorough and timely details will help ensure compliance with current tax laws and allow us to identify all eligible deductions, credits, and reporting requirements.

If any item does not apply to your situation, please indicate accordingly. Should you have questions or require clarification while completing this checklist, do not hesitate to reach out for assistance.

1. General Business Information

- ⇒ Legal business name
- ⇒ DBA (if applicable)
- ⇒ EIN
- ⇒ Business address
- ⇒ State of incorporation/formation
- ⇒ Date business started
- ⇒ Type of entity:
 - ⇒ Sole Proprietorship (Schedule C)
 - ⇒ Partnership (1065)
 - ⇒ S Corporation (1120-S)
 - ⇒ C Corporation (1120)
- ⇒ Description of business activity (NAICS)
- ⇒ Ownership structure & percentages
- ⇒ List of shareholders/partners (names, SSNs/EINs)

2. Accounting & Financial Records

- ⇒ Year-end financial statements:
 - ⇒ Profit & Loss (Income Statement)
 - ⇒ Balance Sheet
- ⇒ General ledger
- ⇒ Trial balance
- ⇒ Bank statements (all accounts)
- ⇒ Credit card statements
- ⇒ Accounting method (cash or accrual)
- ⇒ Book-to-tax differences (if applicable)

3. Income Documentation

- ⇒ Gross receipts/sales records
- ⇒ 1099-NEC / 1099-K received
- ⇒ Merchant processor statements (Stripe, Square, PayPal)
- ⇒ Cash receipts logs
- ⇒ Returns and allowances
- ⇒ Other income:
 - ⇒ Interest income
 - ⇒ Refunds
 - ⇒ Grants
 - ⇒ Forgiven loans (PPP details)

4. Cost of Goods Sold (COGS)

- ⇒ Beginning inventory
- ⇒ Purchases
- ⇒ Cost of labor (direct)
- ⇒ Materials and supplies
- ⇒ Ending inventory
- ⇒ Inventory valuation method (FIFO, LIFO, etc.)

5. Business Expenses (Detailed Categories)

Operating Expenses

- ⇒ Advertising & marketing
- ⇒ Office supplies
- ⇒ Software & subscriptions
- ⇒ Professional fees (legal, accounting)
- ⇒ Insurance (general liability, workers comp)
- ⇒ Rent/lease (office, equipment)
- ⇒ Utilities (internet, phone, electricity)
- ⇒ Repairs & maintenance

Employee-Related Expenses

- ⇒ Payroll records
- ⇒ W-2s issued
- ⇒ Payroll tax filings (941, 940)
- ⇒ Employee benefits:
 - ⇒ Health insurance
 - ⇒ Retirement contributions
- ⇒ Contractor payments (1099-NEC issued)

Vehicle & Travel

- ⇒ Mileage logs
- ⇒ Vehicle expenses (fuel, maintenance)
- ⇒ Travel (flights, hotels)
- ⇒ Meals (business-related)

Other Expenses

- ⇒ Bad debts
- ⇒ Bank fees
- ⇒ Dues & subscriptions
- ⇒ Education/training
- ⇒ Licenses & permits

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6. Fixed Assets & Depreciation

- ⇒ Asset purchases during the year:
 - ⇒ Equipment
 - ⇒ Furniture
 - ⇒ Vehicles
- ⇒ Purchase dates and costs
- ⇒ Section 179 elections
- ⇒ Bonus depreciation
- ⇒ Prior year depreciation schedule
- ⇒ Asset disposals/sales

7. Loans & Liabilities

- ⇒ Loan agreements
- ⇒ Year-end loan balances
- ⇒ Interest paid
- ⇒ Lines of credit statements
- ⇒ PPP/EIDL loan documentation
- ⇒ Debt forgiveness details

8. Equity & Ownership Changes

- ⇒ Capital contributions
- ⇒ Distributions/dividends
- ⇒ Shareholder/partner loans
- ⇒ Ownership changes during the year
- ⇒ Stock issuance or transfers

9. Payroll & Employment Taxes

- ⇒ Payroll summaries
- ⇒ Forms filed:
 - ⇒ 941 (quarterly)
 - ⇒ 940 (annual FUTA)
- ⇒ State payroll filings
- ⇒ W-2/W-3 copies
- ⇒ Contractor 1099 filings

10. State & Local Taxes

- ⇒ State income/franchise tax payments
- ⇒ Sales tax filings and payments
- ⇒ Property tax bills
- ⇒ Business licenses/fees

11. Estimated Tax Payments

- ⇒ Federal estimated payments made
- ⇒ State estimated payments
- ⇒ Prior year overpayment applied

12. Industry-Specific Information (if applicable)

- ⇒ Construction:
 - ⇒ Work-in-progress schedules
- ⇒ Real estate:
 - ⇒ Rental income/expense breakdown
- ⇒ Professional services:
 - ⇒ Retainer balances
- ⇒ E-commerce:
 - ⇒ Inventory systems
 - ⇒ Sales by platform

13. Foreign & Compliance Reporting

- ⇒ Foreign bank accounts (FBAR)
- ⇒ Foreign ownership interests
- ⇒ International transactions
- ⇒ Transfer pricing (if applicable)

14. Prior Year Information

- ⇒ Prior year business tax return
- ⇒ Depreciation schedules
- ⇒ Carryforwards:
 - ⇒ Net Operating Losses (NOLs)
 - ⇒ Credits

15. Additional Required Forms & Disclosures

- ⇒ Schedule K-1 (for partners/shareholders)
- ⇒ Form 1125-A (COGS)
- ⇒ Form 4562 (Depreciation)
- ⇒ Form 4797 (Asset sales)
- ⇒ Form 2553 (S election, if applicable)
- ⇒ Form 1096 (summary of 1099s)

16. Final Review & Filing

- ⇒ Reconcile books to tax return
- ⇒ Review for accuracy
- ⇒ Signatures:
 - ⇒ Officer/owner
- ⇒ E-file authorization
- ⇒ Filing deadlines confirmed

17. Advisory / Planning (Optional but Recommended)

- ⇒ Tax planning for next year
- ⇒ Entity structure review
- ⇒ Reasonable compensation (S-corps)
- ⇒ Estimated tax projections
- ⇒ Retirement plan contributions
- ⇒ Expense optimization strategies



Tax Email Submission Format

TAX EMAIL SUBMISSION FORMAT

Quidvis requires all email submission regarding individual or business taxes to adhere to the following submission format.

TAX EMAIL SUBMISSION FORMAT

Send To: Taxes@Quidvis.net

Subject: (Year) Tax Return Documents (Name of Individual or Business) Submission (#)

Hi Quidvis Tax Team,

I am an existing customer/client of Quidvis, my name is (your name) Quidvis™ Client ID is (QCU-xxxxxx)

I have attached my Tax Return Documents to this email for the tax year (0000).

I am requesting a follow up to my submission here by a Quidvis™ Tax Team Agent.

My email is (your email) and my telephone # is (your phone number).

Thank you,

Your Full Name

Quidvis™ preparation of your tax return is based solely on the information and documentation you provide. You are responsible for the accuracy, completeness, and substantiation of all income, deductions, credits, and other tax-related information reported on your return. We do not audit, verify, or independently confirm the information you provide unless specifically engaged to do so.

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