7455 Arroyo Crossing Parkway Suite 220
Las Vegas, NV 89113
P: (725) 231-1788 | F: (702) 825-2739
https://avantcpas.com | info@avantcpas.com

Records Request – Tax

A signed engagement letter is required for all tax returns before we begin work.
Submit information via our secure Client Portal (preferred method) https://portal.avantcpas.com (or download the mobile app to use as a document scanner), e-mail (please password protect your attachments prior to sending), mail to our office (do not send original copies), or contact us for other arrangements.

The lists below are not all-inclusive; we may request additional information.

INDIVIDUAL TAX RETURN:

- Completed Tax Questionnaire (required each year).
- Copies of tax notices sent to you by the IRS or other taxing authority.
- Form(s) W-2 for wages, salaries, tips, gambling income.
- All Forms 1099 for interest, dividends, retirement, nonemployee compensation, miscellaneous income, Social Security, state or local refunds, gambling winnings, unemployment compensation, etc. (e.g., 1099-INT, 1099-DIV, 1099-G, 1099-R, 1099-MISC, 1099-NEC).
- Brokerage statements showing investment transactions for stocks, bonds, etc. (1099-B) and any supplemental information regarding basis provided to you by your employer or broker.
- Schedules K-1 from partnerships, S Corps, estates, and trusts.
- Support for educational expenses, deductions, or distributions, including Forms 1098-T, 1098-E, or 1099-Q.
- Health insurance Forms 1095-A, 1095-B, and/or 1095-C related to health care coverage, especially if you received the Premium Tax Credit.
- Forms 1099-SA and 5498-SA (Health Savings Account), including information on how HSA distributions were used; Forms 1099-LTC (long-term care).
- Retirement account info (Form 5498).
- Statements supporting deductions for mortgage interest (Form 1098).
- Supporting documentation for charitable contributions over $250.
- Form 1099-S for sale transactions.
- Copies of closing statements regarding the sale or purchase of real property (home, land, rentals).
- Legal papers for adoption, divorce, or separation involving custody of your dependent children.
- If you own **rental properties,** provide a summary of rental income and related expenses in Excel format for the year, Form 1098 for interest and property taxes paid on the rental property, amount of insurance expense, and copies of any 1099s received or filed.
  We can provide an Excel template for the income and expenses for your convenience.

BUSINESS TAX RETURN OR IF YOU ARE SELF-EMPLOYED

- Trial balance, balance sheet, profit & loss reports from 1/1 – 12/31 **in Excel format** (unless we have access to your accounting software). Before providing, please perform the following:
  - If partnership or corporation: reconcile beginning retained earnings.
  - Reconcile bank and credit card accounts to statements through 12/31/2024.
  - Separate personal expenses.
  - Separate meals from entertainment expenses.
- Copies of bank statements, credit card statements, and loan statements for the month ending 12/31. The December credit card statement may not include all transactions through 12/31. If so, please send January's.
- Copies of Form W-3 and officer or owner W-2s.
- Copies of Forms 1099 received, and copies of Forms 1099 filed (if not prepared by us).
- Listing of fixed assets purchased or disposed of during the year (machinery, equipment, real property, etc.).

FIRST-YEAR CLIENT: If this is the first year working with us, additional information is required.

- Copies of prior 3 years' tax returns, including basis and depreciation schedules, if applicable.
- Client Information Form.
- Business Only:
  - Information for each partner/shareholder: Name, address, SSN/EIN.
  - Copies of operating or LLC agreements, including amendments to those agreements.
  - Secretary of State formation documents.
  - IRS EIN letter.