Affordable Accounting
and Escrow Services
1623 Sneffels Street Montrose, CO 81401
Office (970) 240-2712 Cell (970) 901-1603
Julie Williams PTIN: P02090572
julie@affordableaccountingllc.com
www.affordableaccountingllc.com

2025 Tax year checklist

The following is an extensive review. Taking the time to complete this paperwork will benefit you. 2025 saw more changes to the tax law than usual. To maximize the deductions and credits you receive, we must ask more questions than we have in the past. Missing or illegible information could cause you to miss out on deductions or credits you are entitled to.

1. Complete the attached checklist and provide originals or copies of all the documentation it requests.
2. Decide how you want your tax return prepared. Due to the increased complexity of tax returns, we no longer offer in-person appointments for preparation.

   Options are:
   a. Set up access to our client portal. If you haven't already received an invitation, please email julie@affordableaccountingllc.com to request access. If you are new to our firm, please provide full name with the email. Access to our portal will enable you to send and receive documents securely, electronically sign documents, and send us correspondance unique to your situation.
   b. If you do not wish to set up a client portal, but still want to send documents electronically, send a email to julie@affordableaccountingllc.com for a link to upload documents to us securely. This will enable you to send us documents only. Any documents provided to you will be password protected for your security.
   c. Drop all of your documentation off to our office.
   d. Mail all of your documents to us at the above address. For the safety of your records, we recommend you use a service that provides a tracking number.

We will prepare your tax return and let you know if we have any questions and when it is ready to be picked up or reviewed. If you require a meeting to explain your situation to us prior to preparation, you can request a meeting. Please call the office to schedule a time that works for you. These meetings can be virtual via Zoom, in person, or by phone. All options will require all your documents to be in our possession one week ahead of the scheduled meeting. We will add them to our system and return them to you before the meeting if requested.

To request an appointment to review your return after completion, please contact the office to schedule this appointment once your tax return is complete.

Complete one checklist for every tax return. If you are filling jointly with someone, include that person's information on your checklist, not on a separate form. If a section does not apply to you, please mark N/A or draw a line through it so we know you have addressed it.

1. Basic Information

Provide name information as shown on Social Security card.							
Taxpayer's Name		Social					
Spouse's Name		Social					
Taxpayer occupation		Birthdate		Blind?			
Spouse Occupation		Birthdate		Blind?			
Physical Address	Street:						
	City		State		Zip		
Mailing address if different	Street						
	City		State		Zip		
If your current address is NOT the State you lived in for tax purposes for 2025, provide more information below.							
Phone							
Email address Taxpayer:							
Email address Spouse:							
If you are choosing to sign documents via client portal, two separate email addresses are required.							

Provide the following documents

______ Driver's License for Taxpayer and Spouse.
This is especially important if either renewed his/her license last year.

______ IRS Pin number.
Not all taxpayers receive a pin number. If you have been issued one in the past, you were issued one for this year as well. To recover a lost PIN number, go to https://www.irs.gov/identity-theft-fraud-scams/retrieve-your-ip-pin

Filing Status. Please select one.

______ Single
This is the default status for unmarried individuals who don't qualify for Head of Household or Qualifying Widow. If you filed married in the past, a legal divorce decree must be obtained.

______ Married Filing Jointly
Legally married as of December 31st

______ Married Filing Separately
Legally married as of December 31st but choose to file separate returns
Spouse Name: ______________________ Social ______________
Did your spouse choose itemized deduction or the standard deduction? ______________
If one spouse itemizes, the other must itemize as well.

______ Head of Household.
Unmarried or considered unmarried on December 31
Have paid more than half the cost of keeping up a home during the year.
Have a qualifying person living in the home for more than half the year. Generally, a child or a dependent relative.
Can be used for a married taxpayer who lived apart from their spouse for the last six months of the year, paid more than half the cost of maintaining a home, and had a qualifying dependent live with them more than half the year.

This filing status is more heavily scrutinized by the IRS. Provide proof that your dependent lived with you for more than 6 months of the year. Including but not limited to school records or medical documents.

______ Qualifying Widow
Married person whose spouse dies, did not remarry, and paid more than half the expenses for maintaining a home for dependent.
Spouse date of death: ____________________
Have you claimed this status before? If yes, what year(s) ____________________

__________ Can you be claimed as a dependent on someone else's return? Yes No

At any time during 2025 did you:

(a) receive (as a reward, award, or payment)
(b) sell, exchange, gift, or otherwise dispose of

Digital assets (or financial interest in a digital asset (i.e. virtual currency).

__________ No: Skip to next question
__________ If yes, please provide documentation

Please list all Dependents you are claiming for 2025.
Dependents (if born in 2025 provide a copy of the Social Security Card and copy of birth certificate)

Dependent #1

Name ____________________ Date of Birth ____________________
Social ____________________ Relationship ____________________
Dependent income ____________________ Supported by you ____________________
Supported by you $ ____________________ # of months in your home ____________________
Did this dependent file a separate tax return? Yes No
If yes, did he/she mark the box indicating "Can be claimed as a dependent on someone else's tax return"
__________ Yes __________ No. You cannot claim this dependent without amending that return.

Dependent #2

Name ____________________ Date of Birth ____________________
Social ____________________ Relationship ____________________
Dependent income ____________________ Supported by you ____________________
Supported by you $ ____________________ # of months in your home ____________________
Did this dependent file a separate tax return? Yes No
If yes, did he/she mark the box indicating "Can be claimed as a dependent on someone else's tax return"
__________ Yes __________ No. You cannot claim this dependent without amending that return.

Dependent #3

Name ______________________ Date of Birth ______________

Social ______________________ Relationship ______________

Dependent income ______________ Supported by you ______________

Supported by you $ ______________ # of months in your home ______________

Did this dependent file a separate tax return? Yes No

If yes, did he/she mark the box indicating "Can be claimed as a dependent on someone else's tax return"

______ Yes ______ No. You cannot claim this dependent without amending that return.

Do you have shared custody of any of the dependents listed? If yes, please provide copy of the custody agreement and/or a description below. If you are the non-custodial parent, please provide Form 8332 signed by the custodial parent allowing you to take the child as a dependent.

Did we complete your taxes last year?

Yes — We have your information on file

No — Provide a copy of last years tax return. Make sure the copy you get includes a depreciation detail Form 4562 Statement if applicable

Didn't file a return last year.

______ Provide a copy of the last tax return filed and/or why you did not file

Did you live in more than one State during 2025?

No — Skip to next question

Yes — Provide the following detail

State	Beginning date	End date	Notes

Misc notes

Paperwork to bring:

All tax forms sent to you with "Important tax Documents" written on the envelope. Included but not limited to:

______ W2s ______ 1099 Int/Div ______ 1099

______ K1s ______ Property tax bill ______ 1095 Health Insurance form

Does your W2 include overtime?

No — Skip to next questions

Yes — Does the W2 indicate the amount of Qualified overtime?

Yes — Skip to next question

No — Please answer the following:

Only overtime paid to hourly employees paid for more than 40 hours per week qualify.

______ Does all your overtime fall into that category?

______ Please provide the latest paystub for each employer showing overtime paid.

Does your W2 Include Tips?

No ______ Skip to next question

Yes ______ Please answer the following:

______________ What is your profession related to these tips? (Server, home health care, etc)

______________ The company that paid you the tips; what profession is the company? Example: Restaurant, Accounting office, Home health.

______________ Does your W2 indicate Qualified Tips?

Are any of the tips reported considered non-voluntary? For example, a restaurant will impose an automatic gratuity for large parties. These tips are non-voluntary.

______________ Approximately what % of your tips fall into this category?

Are there any tax forms you received for 2024 that you are not expecting for 2025? Please review your 2024 tax documents and tell us what tax forms we should not be expecting. Examples include (Change of jobs , Retirement distribution not taken, No longer receiving interest from a specific bank).

Do you have any rental property? If yes, please complete the 2025 Rental worksheet available on our website

Other income. Each of these items should be supported by an additional document.

- ______ Sale of stocks
  Provide Broker Statements. Include detail on how stocks ACQUIRED (Purchased, Inherited, Gift or other)
- ______ Tips not reported on W2
- ______ Wages while incarcerated
- ______ Health Savings accounts/Distributions 1099SA
- ______ 1099 R for distributions from 401K, IRA, Roth
- ______ Form SSA-1099 Social Security Benefits
- ______ Royalties
- ______ Gambling income, do not subtract losses W2G
- ______ 1095 SA from Archer MSAs and Long Term Care contracts
- ______ Other
- ______ Jury Duty
- ______ Unemployment
- ______ Alimony received
- ______ Prizes 1099 Misc
- ______ Hobby income
- ______ State tax refunds
- ______ Scholarships & Fellowships 1098T

Did you buy a home in 2025

No ______ Skip to next question

Yes ______ Was it your primary residence?

No ______ If you are receiving rental income please complete the 2025 Rental Document

Yes ______ Please provide mortgage Statement and a copy of the closing statement.

Comments

Did you sell a home in 2025

No ____ Skip to next question

Yes ____ Was it your primary residence 2 of the last 5 years? (Circle) No Yes

If it was your primary residence for less than two years, provide dates: ____________________

____________ Provide closing statement from when you purchased it

____________ Provide closing statement from when you sold it.

____________ Provide a separate list of total cost of improvements made to the property. Please separate by regular repairs and major upgrades.

Deductions

Interest

Did you purchase a newly manufactured automobile in 2025?

______ No Skip to next question

______ Yes VIN number ____________________

Interest paid during 2025: ____________________

Car interest is only deductible for a newly manufactured car, manufactured in the United States, purchased in 2025.

Student Loan interest (1098 E) ____________________

Investment Interest ____________________

Home Mortgage 1098 ____________________

Did any of this interest originate from a home equity loan? If Yes, was any part of that loan used for anything other than making improvements to the home?

If yes, how much ____________________

____

____

____

Home Mortgage paid to Individuals ____________________

Full Name of Individual ____________________

Social Security number ____________________

Retirement

Contributions to Traditional IRA up through 04/15/2026

Taxpayer Date ____________ Amount ____________

Spouse Date ____________ Amount ____________

Additional info: ____________________

Contributions to Roth IRA up through 4/15/2026

Taxpayer Date ____________ Amount ____________

Spouse Date ____________ Amount ____________

Additional info: ____________________

KELOGH, SEP, $ SIMPLE Contributions up through filing due date. ____________

Alimony Paid ____________ Can’t deduct for divorces commencing after 12/31/18

Contributions

Church

Other cash contributions

Charitable auto miles driven

Property donated
Must have receipts, (fair market value)

Medical

Do not include any expenses reimbursed by HSA account, insurance policy payments, or any other repayment source

Medical Savings acct (MSA)		Self-employed health insurance	
Health savings acct (HSA)		Other medical travel expenses	
Ambulance		Hearing aids & batteries	
Prescriptions		Other medical expenses	
Eyeglasses		Reimbursements	
Doctors		Medical miles driven	
Dentists		Hospital	

Insurance and Medicare premiums

Other:

Did you receive a 1095A, if yes please provide

Were you covered under Connect for Health or Marketplace? If yes, provide 1095

Taxes

*** The allowable deduction for State taxes was dramatically increased for 2025. Please provide this information so we can determine if it is beneficial for you to itemize.

Real Estate Tax

Personal Property tax

City/county tax

Sales tax on major purchases

Other

Childcare expenses

Children under the age of 13. Disabled children of any age. Both parents must work to qualify for credit.

Child	Provider's name	ID # of provider	Amount paid

Provider address:

Child	Provider's name	ID # of provider	Amount paid

Provider address:

Education Credits. Please provide 1098T

Who Attended	Year graduated High School	Tuition paid	Purpose: Obtain a degree, Job training, etc.

Has this student ever claimed American Opportunity Credit? If yes, what year(s)? __________

Has this student ever claimed Lifetime Learning Credit? If yes, what year(s)? __________

Additional information: __________

Other Deductions

Please provide separate information if you qualify for any of the following (Less common):

Moving expenses (Armed forces members only)

Casualty and Theft losses in Federally declared disater area

Gambling Losses. Deductible to the extent of winnings if you itemize.

Adoption Credit

Residental Energy Credits

Educator Expenses

Estimated tax payments

Do not include payments made during 2025 for prior tax years.

Do not include any withholding reported on any of your tax forms.

If you sent a check, please provide a copy.

Federal

Filer ✓	Spouse ✓	Date	Amount	Confirmation number if available

State   State name (if other than Colorado) __________

Filer ✓	Spouse ✓	Date	Amount	Confirmation number if available

Do you own a business? Y or N

If Yes please complete the 2025 Business document available on our website.

When the return is complete, how do you want to receive your copy?

__________ Digital copy only.
We can upload to our client portal or email to you with password protection.

__________ Print a paper copy for me.

When the return is complete, the following steps occur in order:

1. Payment for preparation of the return.
   We will notify you of the preparation fee and the overall result of the tax return (Balance owed or refunded)
   Payment for the preparation is required before filing or release of return.
   We do not file the return until you have reviewed and signed.

2. How would you like to receive your return and signature pages.
   ______________ Upload to client portal.
   ______________ Send documents via email.
   ______________ I will come to the office to pick up.

3. Sign and return the electronic filing authorization forms. These can be electronically signed through the Client Portal, emailed, mailed, or dropped of at our office. Sign and return the authorization forms <u>only when you have reviewed the return, and it is accurate to the best of your knowledge</u>. Receipt of the signature pages indicates we are authorized to file the return.

Payment or Refund of Tax Balance

IRS will no longer accept or send paper checks. Your options are limited to:

__________ Pay taxes/receive refund electronically.

<u>**We require verification of the bank account you are using EVERY YEAR. Either a voided check or bank statement header with routing and account number listed.**</u>

<u>**Failure to provide this verification will automatically result in you being responsible for paying the taxes yourself. If you are getting a refund, and do not provide verification of your bank account, we will automatically apply the refund to the following tax year.**</u>

Pay taxes owed with checking account number ending (last 4 digits) ______________

Deposit refund into checking account ending (last 4 digits) ______________

Deposit refund into savings account number ending (last 4 digits) ______________

Installment agreement terms will be made available to you once the balance owed is computed.

__________ I will pay the taxes owed myself.
Federal: www.irs.gov
State of Colorado: www.taxcolorado.gov
Other States: Search for the States Department of Revenue website.

<u>Fee overview:</u>

Preparation fees for tax returns are based on the complexity of the return. Any accounting work needed to get your records ready for the tax return may be charged at a rate of $55 per hour. On average preparation fees will be higher than previous years. New tax legislation has increased the complexity of questions we must ask and forms we are required to prepare. Below is a list of tax return types and average rates for preparation. These rates are meant to give you an estimate of our preparation fee, not a guaranteed amount.

Individual	
Simple: Example: W2s, dependents, standard deduction, one state	$ 150 - $ 300
Moderate: Example: Schedule C business; Capital Gains, itemized deduction, 2-3 states	$ 300 - $ 800
Complex: Example: Multiple businesses, Foreign interests, Depreciation, more than 3 states.	$ 800- $ 3,000

Businesses		
Example: Minimal assets, few owners	Simple:	$ 500- 700
Example: 0-10 asset acquisitons and sales, less then 5 owners	Moderate:	$ 700- 900
Example: Multiple asset sales and acquisitons, more then 5 owners, multiple States	Complex:	$ 900 - $ 4,000

Non profit		
	990 EZ	$ 150 - $ 300
	990 N	$ 300- $ 500
	990 all others	$ 500 - $ 700

Taxpayer Certification

The information provided is complete and accurate to the best of my knowledge.

Signature Printed name Date

Spouse Certification (if applicable)

The information provided is complete and accurate to the best of my knowledge.

Signature Printed name Date