FINANCIAL ADVISORS NETWORK
TAX PLANNING GROUP

Detailed Tax Projection Documentation Checklist

(*Note: Non-FAN Sources*)

1. **Income / Salary Documentation Needed*:***

- ☐ Most recent pay stub with year-to-date (YTD) gross wages, federal and state tax withholdings, and any pre-tax contributions (401(k), HSA, etc.)
- ☐ If self-employed with W-2 income from a related business, also provide business financial statements
  - YTD Profit and Loss (P&L) statement
  - For gig income (e.g., Uber, DoorDash, Instacart): transaction summaries or payout reports
  - For LLCs or S Corporations: please also provide Schedule K-1 amounts if available
- ☐ Rental Income
  - YTD rental income and expense summary
  - Mortgage interest and property tax statements
  - Depreciation schedule (if applicable)

2. Retirement Income Documentation Needed:

- ☐ Social Security: Recent YTD benefit statement or Annual Benefit letter
  - Available for download from the social security website, https://www.ssa.gov/
  - Please call our office for assistance, if needed
- ☐ IRA / 401(k) Distributions: account statement showing YTD distributions and tax withholding
- ☐ Pension or Annuity Income: latest statement or projection, including taxable portion

3. Other Investment or Passive Income Documentation Needed:

- ☐ YTD income and loss detail from:
  - K-1s (partnerships, S corps, trusts)
  - REITs
  - Private placements / alternative investments
  - Any expected year-end distributions or liquidations

4. Interest Income Documentation Needed*:*

- ☐ Most recent bank or brokerage account statements showing YTD interest received.
- ☐ Common Accounts That Earn Taxable Interest:
  - Bank Savings accounts
  - CDs (Certificates of Deposit)
  - Treasury bills or notes (may be state tax-exempt but federally taxable)
  - Non-retirement brokerage accounts (e.g., individual, joint)
  - Money market accounts (if not inside an IRA)
  - Corporate bond funds (held in non-retirement accounts)

NOTICE: When going through this list of documentation requests, please be aware that ***NOT*** all of the types listed will apply to you. For assistance, please contact our office 714-597-6516.

5. Dividend Income Documentation Needed:

- ☐ Brokerage statements showing YTD ordinary and qualified dividends
- ☐ Accounts That Earn Taxable Dividends:
    - Non-retirement brokerage accounts
    - Dividend reinvestment plans (DRIPs)
    - Stock held directly (outside of a tax-advantaged account)

6. Charitable Contribution Data Documentation Needed:

- ☐ **Summarized list** of Charities and estimated Year End amounts
- ☐ YTD Statements for **any retirement accounts** (ie: IRA) with distributions for charitable contributions
- ☐ YTD Statement for **Donor Advised Funds** with deposits made in current year

7. Estimated Tax Payments Documentation Needed:

- ☐ List of estimated payments made showing taxing agency and dates paid
- ☐ Carbon copy of checks
- ☐ Bank statement that reflects check has been cashed
- ☐ Account/Credit Card statement showing electronic payment was made

8. Additional Data Documentation Examples:

- ☐ Capital Gains/Losses
    - YTD realized gains/losses report from brokerage accounts
    - Records of any property sales (real estate, collectibles, crypto)
    - For real estate: closing statements (HUD-1), cost basis records, and depreciation schedules if rental property
- ☐ Unemployment Income
    - 1099-G from state unemployment agency
    - If still receiving benefits: YTD benefit summary & withholdings
- ☐ Alimony Received
    - Documentation of amount received YTD (Note: only taxable if divorce was finalized before 2019)
- ☐ Gambling winnings
    - W-2G or summary obtainable from online platform
- ☐ Hobby income
    - Records of income received
        - Transaction lists
        - Account statements
        - P&L
- ☐ Jury duty, prizes, awards
    - Documentation from issuing entity
- ☐ List of any new distributions or liquidations expected by Year End

NOTICE: When going through this list of documentation requests, please be aware that ***NOT*** all of the types listed will apply to you. For assistance, please contact our office 714-597-6516.