



Tax Preparation Meeting Checklist

IRS Due Diligence Ready | Form 8867 Compliant

Personal Information

- Photo ID
- Social Security or ITIN for all filers & dependents
- Dates of birth
- Prior-year return
- Bank info for direct deposit

Income Documents

- W-2s
- 1099s (NEC, MISC, K, R, G, INT, DIV)
- Social Security (SSA-1099)
- Rental, gambling, or other income

Self-Employed / Business

- Income totals
- Expense records
- Mileage or vehicle expenses
- Home office details
- Estimated tax payments

Credits & Deductions

- Childcare provider info
- Education forms (1098-T, 1098-E)
- Health insurance (1095, HSA forms)
- Mortgage & property tax
- Charitable receipts

IRS Due Diligence Requirements

- Proof of relationship, residency, and age for dependents
- Accurate income reporting
- Honest eligibility responses
- Signed questionnaire

Taxpayer Due Diligence Acknowledgment

I certify that all information provided is true, correct, and complete to the best of my knowledge. I understand that missing or false information may delay refunds or result in IRS penalties.

Taxpayer Name: _____

Signature: _____ Date: _____

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