CPA HARTMAN, BLITCH & GARTSIDE
CERTIFIED PUBLIC ACCOUNTANTS

904.396.9802 | hbg@HBGcpa.com | www.HBGcpa.com
Reach us soon on the HBG app from Liscio

2022 TAX SEASON
CHECKLIST FOR BUSINESSES

- ☐ **Previous Year's Tax Return** *(if we didn't prepare it)*

- ☐ **Financial Business Reports:**
  - ☐ Profit and loss statement
  - ☐ Balance sheet including assets & liabilities
  - ☐ General ledger details
  - ☐ 1099s received
  - ☐ Info on ERT, PPP, EIDL and any other federal/state/local/COVID/pandemic assistance

- ☐ **Asset Information**
  - ☐ Receipts, documents or reports related to your assets & fixed assets you've bought, sold or depreciated during last year

- ☐ **Loan Information**
  - ☐ New Loan agreement(s)
  - ☐ Loan statements as of the end of the year

- ☐ **Statements Supporting Financials**
  - ☐ Bank statements
  - ☐ Credit card statements
  - ☐ 1098 mortgage interest & property taxes form

- ☐ **Other Deductible Expense Information**
  - ☐ Home office deduction
  - ☐ Mileage log (if vehicle used for business)
  - ☐ Donations

- ☐ **Payroll data**
  - ☐ Copies of employees' W-2s, W-3s and 1099-NEC

- ☐ **Ownership Changes**
  - ☐ Provide name, social security number, and address of any new owners and effective date
  - ☐ Provide date any owner had a change in ownership percentage

JACKSONVILLE
6817 Southpoint Pkwy.
Ste. 2303
Jacksonville, FL 32216

BEACHES
427 3rd St. N.
Jax Beach, FL 32250

PERSONAL TAX CHECKLIST

- ☐ **Previous Year's Tax Return** *(if we didn't prepare it)*
- ☐ **Wage Statements**
  - ☐ Form W-2
  - ☐ Form 1099-NEC *(if applicable)*
- ☐ **Additional Income**
  - ☐ Interest and Dividend Income (Form 1099-INT/Form 1099-DIV)
  - ☐ Broker 1099 Package
  - ☐ Unemployment Income (Form 1099-G)
  - ☐ Social Security Income (Form SSA-1099)
  - ☐ Pension/Retirement (Form 1099-R)
  - ☐ Railroad Retirement (Form 1099-RRB)
  - ☐ K-1s
  - ☐ Rental Property/Trusts/Estates
  - ☐ Alimony Received or Paid
  - ☐ IRS Letter 6419 for Advance Child Tax Credit Payment
  - ☐ Information on Crypto Currency Transactions
- ☐ **Deductions & Credits**
  - ☐ Standard Deductions:

	65 and Older; or Blind:
☐ Single: $12,550	☐ Add $1,700
☐ Married (joint): $25,100	☐ Add $1,350
☐ Head of Household: $18,800	☐ Add $1,700

  - ☐ Mortgage or Home Equity Loan Interest Paid (Form 1098)
    - ☐ Real Estate & Personal Property Taxes Paid (Form 1098)
  - ☐ Medical, Eye Care and Dental Expenses
  - ☐ Charitable Deductions
  - ☐ Casualty/Theft Losses
  - ☐ Rental Property Expenses
  - ☐ IRA/Health Savings Account (HSA) Contributions
  - ☐ Childcare Expenses/Tuition & Education Fees (Form 1098-T)
  - ☐ Health Insurance (Form 1095 A-C)
- ☐ **State Income Tax Refund Amount** *(if applicable)*
- ☐ **Record of Purchase/Sale of Residence**

Start Early!

Give us documents early: February is best; first half of March is fine; April likely means filing an extension.

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Timely & Practical...*Count on Us.*