ALG ACCOUNTING INC.
Adam L. Gardner, EA

New Client Appointment Checklist

This list helps me get a full picture of your situation so our first appointment is productive. Bring what applies to you. If you don't have something yet, that's fine. We'll fill in the gaps together.

Name: _____ **Appointment date:** _____

> **Keep it secure:** please don't email Social Security numbers, tax forms or bank details. Send them through the secure upload page at algaccounting.com/upload-documents or bring them to your appointment.

About You

- [ ] Photo ID for you (and your spouse, if filing jointly)
- [ ] Social Security numbers and dates of birth for everyone on the return
- [ ] Bank routing and account number for direct deposit or payment
- [ ] IRS Identity Protection PIN (IP PIN), if you have one
- [ ] Your questions, goals and anything that changed this year (new job, home, business, marriage, baby)

Prior Tax Returns

- [ ] Complete federal and state returns for the last two to three years, with all schedules and statements
- [ ] Depreciation and asset schedules from your prior preparer
- [ ] Carryover worksheets (capital losses, passive losses, net operating losses, charitable contributions)
- [ ] Records of estimated tax payments made this year (dates and amounts)

Business Owners

- [ ] Articles of organization or incorporation and your IRS EIN letter
- [ ] S corporation election acceptance letter, if elected
- [ ] Operating or partnership agreement showing ownership percentages
- [ ] Profit and loss statement and balance sheet, or access to your QuickBooks Online file
- [ ] Payroll reports, if you have employees or pay yourself a salary

Real Estate Investors

- [ ] A list of your properties with address, purchase date and purchase price
- [ ] Closing statements for properties bought or sold
- [ ] Records of improvements made to each property
- [ ] Rental income and expense summary for each property
- [ ] Short-term rental details: average guest stay and hours you spend managing

This Year's Tax Documents

- [ ] W-2s, 1099s and K-1s you've received so far
- [ ] Form 1098 mortgage interest statements and property tax bills
- [ ] Other tax forms you've received (1098-T, 1095-A, HSA forms)

Bringing your prior-year returns? You can skip this section. I'll provide a tax organizer that lists exactly what to gather.

IRS or State Letters

- [ ] Any notices or letters you've received from the IRS or your state

Got a letter? Don't wait. Many notices have short response deadlines. As an Enrolled Agent, I can review it and represent you before the IRS.