**We are often asked what we should do to prepare for Tax Filing. Below are 14 items to help you prepare, and after, there are highlights of tax law changes that will affect you.**

1. **Organize Your Documents Early:**
Gather all necessary documents well before your filing appointment or deadline. Common documents include:
	* W-2s from employers.
	* 1099 forms for freelance work, interest, dividends, or other income.
	* Mortgage interest statements (Form 1098).
	* Property tax receipts.
	* Student loan interest forms.
	* Charitable donation receipts.
	* Gambling Winning and Expenses
2. **Verify Personal Information:**
Ensure all Social Security Numbers (SSNs) for you, your spouse, and dependents are accurate and up-to-date. Incorrect SSNs can delay filing and refunds.
3. **Track Income from All Sources:**
	* Include side gigs, rental properties, investment income, and gambling winnings.
	* If you received a Form 1099-K (e.g., from PayPal or Venmo), ensure it’s accounted for.
4. **Compile Expense Records:**
	* For self-employed individuals: Maintain records of deductible expenses, such as home office use, business mileage, and supplies.
	* For rental properties: Gather information on repairs, maintenance, and other property-related costs.
5. **Review Deductions and Credits:**
	* **Charitable Donations:** Ensure you have receipts for all contributions, whether cash or non-cash.
	* **Medical Expenses:** Gather receipts for out-of-pocket medical costs (only amounts exceeding 7.5% of your AGI may qualify).
	* **Education Credits:** Have Form 1098-T from any educational institution.
6. **Mileage Records:**
If you use a vehicle for business purposes, ensure you have:
	* Total miles driven during the year.
	* Business miles driven (separately recorded).
	* The vehicle’s starting and ending odometer readings for the year.
7. **Retirement Contributions:**
	* Keep records of contributions to traditional or Roth IRAs, 401(k)s, or other retirement accounts.
	* Note any required minimum distributions (RMDs) if you’re over 73.
8. **Roth Conversions or Rollovers:**
If you completed a Roth conversion or rolled over funds in 2024, ensure you have all related documentation.
9. **Healthcare Information:**
	* Include Form 1095-A if you purchased health insurance through the Marketplace.
	* Document contributions to Health Savings Accounts (HSAs) or reimbursements for qualified expenses.
10. **Report Estimated Tax Payments:**
If you made estimated tax payments throughout the year, provide those details to avoid discrepancies.
11. **Secure Last Year’s Tax Return:**
Have a copy of your 2023 return on hand for reference. It can help ensure consistency and assist with carryovers like capital losses or charitable donations.
12. **Prepare for New Rules:**
* If your child turned 17, adjust your expectations for the Child Tax Credit.
* Familiarize yourself with new filing requirements, such as the **BOI report** for business owners.
1. **Set Up Digital Access:**
Ensure you’re set up with our secure systems, **Tax Dome,** to securely exchange documents, receive updates, and access your return.
2. **Don’t Forget to Communicate:**
If anything changed in your life (e.g., marriage, divorce, a new baby, a new business, or retirement), let us know. Life changes often impact your tax situation!