

Client Name:	1040 TAX PREPARATION CHECKLIST						Preparer Initials & Date:		
All critical diagnostics cleared?	Y	N	N/A	_____	Form 5329 (10%) penalty?	Y	N	N/A	_____
All efile diagnostics cleared?	Y	N	N/A	_____	Form 8606 needed?	Y	N	N/A	_____
First box on Form 8879 X'd?	Y	N	N/A	_____	Tax Prep fee included on schedule C, E or A?	Y	N	N/A	_____
Name/address current/ daytime phone #?	Y	N	N/A	_____	Estimated payments verified and included?	Y	N	N/A	_____
Client ID matches Practice & File Cabinet?	Y	N	N/A	_____	Estimated payments prep'd for next year?	Y	N	N/A	_____
If not change in Ultra Tax					Is extension box marked, if tax due on extended return?	Y	N	N/A	_____
Are all screens marked correctly with T,S, or J?	Y	N	N/A	_____	Extension payments credited?	Y	N	N/A	_____
Would MFS save taxes? Reason:	Y	N	N/A	_____	OHIO				
Does Head of Household apply?	Y	N	N/A	_____	Small Business Deduction				
Dependent changes?	Y	N	N/A	_____	- If rental property make sure box is marked	Y	N	N/A	_____
Children's return required?	Y	N	N/A	_____	- Add S Corp wages or guaranteed payments	Y	N	N/A	_____
Kiddie tax applicable?	Y	N	N/A	_____	IT 1040 Adjustments				
Deduct state sales tax?	Y	N	N/A	_____	US obligation income adjustment?	Y	N	N/A	_____
If so, make sure local tax rate is input	Y	N	N/A	_____	Non- OH muni interest adjustment?	Y	N	N/A	_____
Excess FICA W/H- 2 employers?	Y	N	N/A	_____	529 Plan deduction?	Y	N	N/A	_____
Self-employ health insurance deduction?	Y	N	N/A	_____	Sec 179/168(k) depreciation adjustment?	Y	N	N/A	_____
Consider Sec 179 (limits all earnings)	Y	N	N/A	_____	Military pension income adjustment?	Y	N	N/A	_____
Passive activity rules have been reviewed	Y	N	N/A	_____	IT 1040 Credits				
QBI deduction calculated properly?	Y	N	N/A	_____	Retirement Income credit?	Y	N	N/A	_____
Have basis for S Corp or Prtnshp loss?	Y	N	N/A	_____	Political contribution credit?	Y	N	N/A	_____
IRA, SEP, Simple deduction?	Y	N	N/A	_____	Required city and school district prepared?	Y	N	N/A	_____
(Recommend Roth IRA?)					Address checked- Ohio Finder (city and SD)	Y	N	N/A	_____
Residential Energy Credit?	Y	N	N/A	_____	CALIFORNIA				
Expenses incurred for college tuition, loan int. with AGI \$170,000 or less (MFJ)	Y	N	N/A	_____	Schedule CA				
Child care, Earned income Credits?	Y	N	N/A	_____	Non- CA muni interest adjustment?	Y	N	N/A	_____
Form 1095-A (if applicable) included?	Y	N	N/A	_____	Unemployment compensation adjustment?	Y	N	N/A	_____
Advance premium tax credits?	Y	N	N/A	_____	Schedule P				
HSA deduction?	Y	N	N/A	_____	Renter credit?	Y	N	N/A	_____
Reviewer Initials & Date:	_____				Other state tax credit?	Y	N	N/A	_____
Are all questions on front of routing sheet answered?	Y	N			Any other special tax credit?	Y	N	N/A	_____
					Filing status for RDPs?	Y	N	N/A	_____
PPP Loan					If this is the first year we are preparing this client:				
Amounts Received	Y	N	N/A	_____	FTC carryover, margin int carryover?	Y	N	N/A	_____
Distribution taken from retirement?	Y	N	N/A	_____	Capital loss, NOL, or contrib. carryover?	Y	N	N/A	_____
Unemployment	Y	N	N/A	_____	Are passive activity carry-fwds available?	Y	N	N/A	_____
					General business credit carryover?	Y	N	N/A	_____
Notes:	_____				Residential energy credit carryover?	Y	N	N/A	_____
	_____				State refund taxable?	Y	N	N/A	_____
	_____				Were prior year overpayments applied?	Y	N	N/A	_____
	_____				Is efile created and return printed to FC?	Y	N		_____
	_____								_____
	_____								_____