

4U Tax-Pros Services Price List

Helping You Simplify Finances, Stay Compliant, and Save Big

 Support@4UTaxPro.com |  601.564.8301 |  www.4UTaxPro.com

Year-End Tax Prep Checklist

1 Gather Income Records

- W-2 forms from all employers
 - 1099-NEC/MISC for contractor income
 - 1099-K for payment apps (PayPal, Cash App, etc.)
 - 1099-INT, 1099-DIV for bank interest & dividends
 - 1099-B for stock or crypto sales
 - Rental income statements
 - Business income reports (from bookkeeping software, POS, etc.)
-

2 Collect Expense Documentation

- Business expenses (receipts, invoices)
 - Home office expenses (square footage, utility bills, repairs)
 - Vehicle expenses (mileage log, gas, maintenance)
 - Education expenses (tuition, books, training)
 - Medical & dental expenses
 - Charitable donations (cash & non-cash with receipts)
-

3 Review Investments & Retirement

- Year-end brokerage statements
 - IRA, 401(k), SEP contributions
 - Roth conversion records
 - Records of capital gains/losses for tax-loss harvesting
-

4 Check Deductions & Credits

- Child Tax Credit & dependent info
- Child & Dependent Care Credit expenses
- Education credits (Form 1098-T for tuition)
- Energy-efficient home improvements (receipts, certifications)
- Adoption expenses
- Health Savings Account (HSA) contributions

4U Tax-Pros Services Price List

Helping You Simplify Finances, Stay Compliant, and Save Big

 Support@4UTaxPro.com |  601.564.8301 |  www.4UTaxPro.com

5 Organize Business-Specific Items

- Profit & loss statement
 - Balance sheet
 - Payroll tax filings (Forms 940, 941, W-2s to employees)
 - Sales tax filings
 - Asset purchases for Section 179 or bonus depreciation
 - Software subscriptions & license fees
 - Business insurance statements
-

6 Verify Withholding & Estimated Payments

- IRS Withholding Calculator review
 - Record of estimated tax payments made (Form 1040-ES)
-

7 Prepare for Filing

- Prior year's tax return for reference
 - Tax preparer's questionnaire (if applicable)
 - Signed engagement letter (if using a preparer)
-

8 Year-End Actions to Consider

- Make final charitable donations by Dec 31
 - Pay January bills early if itemizing deductions
 - Max out retirement contributions before year-end deadline
 - Issue any last-minute employee bonuses or contractor payments
 - Purchase needed business equipment to capture deductions this year
-

 **Tip:** Keep all supporting documents for at least **3–7 years** in case of an audit.