



LOCKHART & POWELL, CPAs  
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Colorado Springs, Colorado 80907

***We are ready to prepare your 2025 tax return!***

Below is a list of common items needed to prepare individual income tax returns. Please review the list below and upload your applicable documents to your secure TaxDome portal. Please **notify our team** via chat, email, or call 719-578-8200 once all your documents are submitted and ready for preparation. If you need access to your portal, please visit [Lockhartandpowell.com/Client-portal](https://Lockhartandpowell.com/Client-portal)

- Forms W-2, Wage and Tax Statement**
- Forms 1099 for all bank and investment accounts (1099-INT, 1099-DIV, 1099-B)**
- Forms 1099-R, Distributions from Pensions, Annuities, Retirement**
- Forms 1099-G, Certain Government Payments (including unemployment benefits and state income tax refunds)**
- Forms SSA-1099, Social Security Benefits**
- Schedules K1, Partner/Shareholder Share of Income, Deductions**
- Forms 1099-MISC, Miscellaneous Income and Form 1099-NEC for independent contractor income and summary of expenses associated with 1099 income**
- Business (Sch C) or rental (Sch E) income and expense summary (P&L or spreadsheet)**
  - NOTE: Please DO NOT provide all receipts—only purchases exceeding \$2,500**
- Form 1095-A, Health Insurance Marketplace Statement**
- Form 1098, Mortgage Interest Statement**
- Property Taxes**
- Charitable Contributions**
- Forms 1099-SA, Distributions from HSA**
- Forms 5498-SA, Contributions to HSA**
- Child Care expenses, including school name, address, and EIN number**
- 529 plan contributions and distributions (1099-Q), Qualified Tuition Program**
- Dates and amounts of any estimated tax payments**
- Details of any change to dependents; DOB & SSN for new dependents**
  - NOTE: For dependents 19-23, please confirm they are a full-time student.**
- Please provide any additional tax documents, changes to your contact information, including address, phone number & email (taxpayer and spouse).**

**NOTE:** Visit [Lockhartandpowell.com/Resources](https://Lockhartandpowell.com/Resources) for additional templates and downloads, including Excel spreadsheets for businesses and rental properties.