



# GREATWAYS TAX SERVICE, INC.

Great Service @ Right Ways, Since 2002

## Due Diligence and Document Checklist

New Client Notice: Please provide a physical copy of last year's tax return. We will also require ID and SSN verification. Please allow additional time for initial account setup.

Please submit hard copies of all required documents. You are welcome to use our office printer if needed. For each item, please complete the "Please Confirm" column by entering "Yes" or "N/A" as appropriate.

Category	To claim the Earned Income, Child Tax, or Education credits, you must provide the required documentation, or these claims cannot be filed.	Please confirm
Dependents (Kids)	Form 1095-B/C (Health Coverage) or official school/medical records that include the child's name and primary home address.	
College Credits	Form 1098-T (Tuition Statement) AND dated receipts for required books or supplies and also how many years of college completed prior to 2025	
Head of Household	A current utility bill or lease agreement explicitly listing your name and address.	
W-2 Forms	How many total forms are you submitting?	
Overtime & Tips	If these are not specifically broken out in Box 14 of your W-2, please include your final year-end paystub or a signed letter from your employer.	
IL 529 Savings Plan:	An Official Contribution Statement from the plan provider is required to claim state credits.	
Health Savings Account (HSA):	Form 1099-SA is required if any distributions (withdrawals) were made from your account last year.	
Self-Employment / Rental Income:	A completed Expense Worksheet is mandatory for all 1099-NEC independent contractors or rental property owners.	
Uber, Lyft, and Grubhub	Along with your 1099s, please provide the Annual Tax Summary (including mileage and fees). You can find this document under the Tax Information section of your Driver Dashboard.	
1099 B Stock Sale with no cost	To avoid overpaying on capital gains taxes, please provide your Supplemental Statement if your Form 1099-B lacks a cost basis. You can typically find this in your online tax center; it includes the "Adjusted Cost Basis" necessary for an accurate filing	

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