

# Closer Checklist

## Basics

### Data Entry

- **Name & Address** (Client Data)
  - Confirm Last Name & SSN
  - Confirm Mailing Address, Apt #, City & Zip Code
- **Dependents** (Client Data)
  - Confirm dependents they are claiming, and
  - Each Dependents Last Name, SSN, DOB & Months lived with TP
- **Review All Source Docs**
  - W-2 Form (T/S, EIN, Boxes 1, 2, 9 & 17)
  - 1099-R Form (Box 1, 2 & 7)
  - Review entry of all other Source Docs
- **Education – Form 8863**
  - Confirm you have a Form 1098-T or statement from the school
- **Schedule A**
  - Check for completeness
    - (i.e. Mortgage Interest, Real Estate Taxes, Auto Taxes, Contributions)
  - If itemized last year, is prior year state tax refund entered on 1040.
- **Schedule C**
  - Is force mileage checked, if deducting mileage?
  - Make sure type of business is identified. No “Unnamed Activity”
- **Internal Forms**
  - Verify all applicable Internal Forms have been completed and signed.  
(i.e. EIC Reasonable Inquiries, HOH Reasonable Inquiries, Small Business Worksheet)
- **Ask client about:**
  - Disability Income / Social Security / Unemployment
- **View 1040 for overall reasonableness**
  - Look for out of place items

*Upon completion, go to the “Checklist - Income & Info”  
and enter your Prep ID in the bottom right corner of 1<sup>st</sup> Box.*

## Bigger Refund Items

### Ask client about:

- **Small Business Income**
  - If client lacks earned income, completing the Small Business Worksheet may increase the clients refund. (i.e. Earned Income Credit)
- **Daycare Expense**
  - Can increase state tax refund even if Federal is zeroed out.
  - In addition, can increase the Additional Child Tax Credit if Federal is zeroed out.
- **Education Expenses**
  - 40% of the credit is refundable this year.
  - Include tuition and fee expenses paid by student loans.
  - Can increase Additional Child Tax Credit if Federal is zeroed out.
- **Retirement Saver’s Credit**
  - Can increase Additional Child Tax Credit, even if Federal is zeroed out.

**Review e-file Product Summary in detail with client.**