

ANN OPARA,CPA

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CLIENT 2025 CHECKLIST

Not all items will apply to every taxpayer.

NAME _____ SPOUSE _____

Current phone number(s) _____

Current email address(es) _____

For 2025, everyone answer:

Did you hold or sell any Digital Assets (BitCoin, other Crypto)? _____

Have a foreign bank account? _____

Buy a vehicle (EV or not)? _____

Start or end a business? _____

Move? _____ Get married/divorced? _____ Change jobs? _____

Have/adopt a child? _____ Not live in CA all year? _____

Receive or exercise stock options? _____

Have health insurance coverage for you and your dependents in 2025? _____ (CA requires it)

Receive health insurance premium assistance? _____ (Provide Form 1095A)

<u>Estimated 2025 Tax payments made</u>	Date Paid	Federal	California
Due April 15, 2025	_____	\$_____	\$_____
Due June 15, 2025	_____	\$_____	\$_____
Due Sept 15, 2025	_____	\$_____	\$_____
Due Oct 16, 2025	_____	\$_____	\$_____
Due Jan 15, 2026	_____	\$_____	\$_____

Income - upload documents to my DropBox

Wages - provide all W-2s

Independent contractor/consultant- provide profit & loss statement

Interest/Dividends - provide 1099 INT/DIVs

Sales of stocks,bonds, mutual funds - provide 1099B and details of purchase/sale

Partnership/Corporate ownership - provide K-1 forms

Other Income (jury duty, tips, alimony, royalties, gambling, etc) _____

For 2025, the standard deduction is \$15,750 (single) & \$31,500 (married), so fewer taxpayers will itemize for Federal purposes, but will for state purposes.

ITEMIZED DEDUCTIONS

Taxes

\$ _____ Property Taxes paid on primary and secondary resident (NOT rental property)
\$ _____ DMV registration - deductible portion - all vehicles
\$ _____ Vehicle/boat purchase - sales tax paid

Personal Mortgage Interest (provide 1098 Forms)

Primary (& secondary) residency mortgage interest - paid to financial institutions/individuals

\$ _____ 1st loan
\$ _____ 2nd loan

\$ _____ ***Equity Loan (**new: provide details of how borrowed funds spent)***

Charitable Contributions (not political)

\$ _____ Contributions paid by cash, check or credit card
\$ _____ Non cash contributions made (clothes, furniture, etc) \$500+ requires detailed receipt
_____ Number of miles driven for charitable or volunteer purposes
\$ _____ Out-of-pocket expenses for charitable or volunteer purposes

Medical expenses (must exceed 7.5% of income to be deductible)

\$ _____ Office visits, prescriptions, hospitals, nursing homes
\$ _____ Other (eye glasses, therapists, chiropractors, etc.)
\$ _____ Health & long term care insurance premiums

Employee Business Expenses (not reimbursed) - deductible for CA only

Do not include self employment expenses here

\$ _____ Job related licenses, conferences, subscriptions, uniforms, tools, office space

Miscellaneous expenses - deductible for CA only

\$ _____ Union dues, professional dues, safe deposit box rental
\$ _____ Investment related expenses
\$ _____ Tax preparation fees

Casualty Losses - only for Federal Declared disasters: Describe: _____

OTHER

Student Loan Interest paid: \$ _____

Educational credits - post-high school only

How much paid (*using non-529 funds*): tuition, fees, books, supplies, transportation

\$ _____

Child Care Credit:

Include Provider's Name/Address/Phone/**Taxpayer ID#**/Amount paid

RENTAL PROPERTY

For each property, provide RENTS RECEIVED and EXPENSES by type

Miles driven to manage property _____

How much time spent each month managing? _____

SELF-EMPLOYED BUSINESS (not partnerships or corporations - only Sch C)

Please provide final P&L (profit & loss statement), cash basis

Business Name _____

Did you issue required 1099 Forms? _____

Did you pay any employees? _____

Did you purchase any assets for over \$1,000? Details _____

miles driven for this business _____ vehicle type/year _____

Do you use a portion of your personal residence on a REGULAR and EXCLUSIVE basis for your business? Let's discuss a potential home office deduction.

Don't forget "mixed use" expenses - some personal and some business i.e, a cell phone.

Let's discuss a reasonable split of personal/business use %.

Other information or questions for Ann:

