



Tax Planning Checklist

During Tax Planning we will analyze things like the upcoming year tax liability, and any areas of opportunity that exist this tax year.

Businesses clients will take it a step further and look at things like major business purchases/investments, retirement contributions, and officer's compensation. Once tax planning has been performed, we can begin to predict and recommend the amount of income tax withholding you should make Federally & with the State

FIRST STEP in tax planning is to upload the documents needed to perform the tax projection. Below is a list of typical documents that we need for your projection. Please be sure to provide information related to ALL sources of taxable income even when not specified below:

- ☐ Most recently filed tax return if not filed by RANGEVIEW.
- ☐ Most recent check stub(s), and job start date if not full year.
- ☐ Statement of retirement distribution(s) as applicable. Or detailed notes of expected distribution(s) & withholding amount(s) for the current year.
- ☐ major changes from your prior year tax return just say "same as last year" in a Word Doc. (referenced below)
- ☐ Rental Income- please provide expected net income (after expenses).
- ☐ Sale of Home: Closing Statement at Purchase & Sale. Itemized list of improvements and their costs.
- ☐ IRA or HSA Contributions Planned
- ☐ Have you made any estimated tax payments this year?
- ☐ Client Notes and/or Summary Sheet: Please provide any crucial notes or summaries in a Word Doc.
- ☐ **Business:** Upload YTD Profit & Loss or best estimate of net income at year end. Also, upload your YTD Payroll Summary Report if RANGEVIEW doesn't do your payroll.

BUSINESS PLANNING NOTES: what are the scenarios this year that you want to take a look at? Buying a vehicle/Retirement/Income Uncertainty/Other Investments in the Business?

[CLICK HERE for a direct link to the Secure Client Portal login page.](#)

NEXT STEP: Once you have upload **ALL** of the information necessary for your projection please send me an email with **"Ready for Projection"** in the subject line so I'll know the documents are ready for data entry. This is my cue to begin work.

LAST, once the Tax Projection has been prepared you will receive a link to schedule our Tax Planning Review Appointment.

Have Questions? Schedule a 15-minute Quick chat to have them answered, [HERE](#).

**Note: Hourly rate for tax planning is \$175.
Tax Planning is offered June-July and October-November.**