



## STATE TAX REPRESENTATION – CLIENT CHECKLIST

Please bring the following documents.

### Identification & Authorization

- Government-issued ID
- SSN or EIN
- Signed state-specific POA
- Updated contact information

### State Notices & Correspondence

- All state tax notices received
- Previous notices
- Envelopes showing mailing dates
- Prior communication or deadlines
- Online account screenshot (if applicable)

### Prior Tax Returns

- Most recent 3–6 years of state tax returns
- Related federal returns
- Amended returns
- Unfiled returns

### Income Documentation

- W-2 forms
- 1099 forms
- Self-employment income records
- Rental income statements
- Brokerage/investment summaries
- State withholding statements
- Wage transcripts (if available)

### Expense Documentation

- Receipts for major expenses
- Business expense documentation
- Mileage logs



- Home office documentation
- Medical expenses (if allowed)
- Charitable donations
- Sales tax receipts or reports
- Property tax statements

### **Residency / Domicile Documentation**

- Lease or mortgage
- Utility bills
- Driver's license state
- Vehicle registration
- Voter registration
- School records (children)
- Travel logs
- Employment contracts (work location)

### **Business Clients (If Applicable)**

- Sales tax filings
- Payroll tax filings
- Unemployment insurance filings
- Annual business/franchise tax returns
- License/permit details
- Bookkeeping records
- P&L
- Balance Sheet
- General Ledger
- Asset list & depreciation
- Inventory documentation
- Resale/exemption certificates
- Merchant statements

### **Financial Information for Payment Plans / Hardship Programs**

- Last 3-6 months of bank statements
- Most recent pay stubs



- Household budget
- Rent/mortgage
- Utility bills
- Loan/credit card statements
- Proof of assets & vehicle values
- Garnishment/levy documents

**Prior Attempts or Contacts**

- Notes from calls
- Case numbers
- Agent's contact info
- Installment agreements
- Prior assessment/audit results
- State appeals or protests

**Additional Items (If Relevant)**

- Identity theft documentation
- Bankruptcy documentation
- Wage garnishment or bank levy notices
- Letters from state collections agencies
- Court orders or divorce decrees