2025 Individual Tax Return Checklist

VDTA
MOVING YOU FORWARD

CLIENT INFORMATION: New clients, fill out completely. Returning clients, fill out for changes.

Client Name:	______	Spouse Name:	______
Client SSN:	______	Spouse SSN:	______
Client Date of Birth:	______	Spouse Date of Birth:	______
Address:	______	Cell #: ______	May we text you at this #? Y N
Email:	______	Other Phone Number(s):	______

DEPENDENT INFORMATION:

Dependent #1 Name:	______	Relationship:	______
Dependent SSN & DOB:	______	Months in Home:	______
Dependent #2 Name:	______	Relationship:	______
Dependent SSN & DOB:	______	Months in Home:	______
Dependent # 3 Name:	______	Relationship:	______
Dependent SSN & DOB:	______	Months in Home:	______

BANKING INFORMATION FOR DIRECT DEPOSIT & DIRECT DEBIT:

Returning Clients: Same banking info as last year? Y N — Bank Name: ______

Account Number: ______ — Routing Number: ______

INCOME:

- ☐ W-2s
- ☐ 1099-MISCs 1099-NECs
- ☐ 1099-Rs
- ☐ 1099-Gs
- ☐ K-1s (Estates, Trusts, Other Entities)
- ☐ W-2Gs
- ☐ 1099-DIVs 1099-INTs
- ☐ 1099-SSAs
- ☐ 1099-PATR
- ☐ 1099-SA (HSA Distributions)
- ☐ K-1s
- ☐ 1099-B Stock/Property Sales
- ☐ 1099-Ks
- ☐ Farm
- ☐ 5498-SA (HSA Contributions)
- ☐ Rental Property Income
- ☐ Foreign Income
- ☐ Tips
- ☐ Small Business Income
- ☐ 1099-DA Digital Asset Proceeds
- ☐ Child Support Received
- ☐ Time-and-a-half Overtime

EXPENSES & DEDUCTIONS:

- ☐ 5498 IRA Contributions
- ☐ Energy-efficient Home Improvements
- ☐ Medical Expenses & Health Insurance Premiums
- ☐ Mortgage Interest (1098)
- ☐ Electric Vehicle Purchase Documents
- ☐ Charitable Contributions
- ☐ Property Tax Statements
- ☐ Auto License & Registration Fees
- ☐ Childcare Expenses & Provider Information
- ☐ 2025 Taxable Value of Home
- ☐ Educator Expenses
- ☐ Cost of Digital Assets or Other Property Sold
- ☐ Estimated Taxes Pd for 2025
- ☐ Expenses Related to Rental Property
- ☐ Sales Tax on Major Purchases
- ☐ 1098-T & 1098-E College Exp&Student Loan Interest
- ☐ Interest Paid & VIN for New Car Assembled in U.S.
- ☐ MI DHHS Stillbirth Certificate

MISCELLANEOUS INFORMATION:

- ☐ Identity Protection PIN
- ☐ # of Days Worked from Home if you LIVE or WORK in a taxable city (Grand Rapids, Walker, East Lansing, Detroit, etc.)
- ☐ **Required 1095-A** if you had Marketplace Health Insurance in 2025
- ☐ Closing Statement from Home/Property Sales if sold in 2025
- ☐ Copy of Valid Driver's License or State ID
- ☐ Copy of previous year's tax return if VDTA did not prepare it

If you have questions, please visit our website, email us, or call us!

www.vdtapro.com   info@vdtapro.com   (616) 840-6352

This list is intended to be an outline, not an all-inclusive list. Additional information may be needed to complete your tax return. Revised Dec. 2025

See other side for income tax updates.

Things to Know for 2025 Tax Returns

January 2026

New Deduction for Seniors: For 2025–2028, every person aged 65 or older receives a $6,000 deduction (in addition to the standard or itemized deductions). The deduction is phased out based on income, starting at MAGI of $75,000 for single filers and $150,000 for joint filers. There is no senior deduction if MAGI is or exceeds $175,000 (single) or $250,000 (joint).

Itemized Deductions – Increase in SALT Cap: Until 2025, State And Local Tax (SALT) deductions were capped at $10,000. From 2025-2029, the SALT deduction cap for single & joint filers is $40,000. If you pay more than $10,000 in state income tax, auto registration fees, and property taxes, you may want to itemize in 2025.

No Change to Medical Deduction Threshold: For itemized deductions, medical expenses must exceed 7.5% of AGI to be deductible.

Self-employed Health Insurance: If you are self-employed or your S corporation or partnership pays your health insurance premiums, you may be able to deduct your health insurance premiums, including Medicare. You do not have to itemize to take this deduction.

New Deduction for Tips: For 2025-2028, there is a deduction of up to $25,000 of qualified tips. These tips are reported separately on a W-2 or Form 1099. The tips must be customary for the occupation and voluntarily paid. The deduction is phased out at MAGI over $150,000 for single filers and $300,000 for joint filers. You do not have to itemize to claim this deduction.

New Deduction for Overtime: For 2025-2028, there is a deduction of up to $12,500 ($25,000 for joint filers) for time-and-a-half overtime paid to employees. For 2025, employers must provide a statement of this overtime. The 2026-2028 W-2s will include a box with the overtime information. This is a non-itemized deduction.

New Car Loan Interest Deduction for New Vehicle: A deduction of up to $10,000 of interest paid on a loan for a new car bought in 2025 and assembled in the U.S. Income limits apply. This is a non-itemized deduction.

IRA and 401k Contributions: Contributions of up to $7,000 may be made to a Roth or traditional IRA for 2025. For those 50 or older, the limit is $8,000. Income may limit contribution amounts.

The 401k limit is $23,500 for those under 50. If you are 50-59 or 64 or older, you can make a catch-up contribution of an additional $7,500. If you are 60-63, your 401k catch-up contribution can be up to $11,250.

Changes to 1099s: The **1099-K** reporting threshold has been restored to $20,000 and 200 transactions per payee. For years after 2021, third-party payment processors are required to issue 1099-Ks when these thresholds are met.

For years **after 2025**, the income threshold for **Forms 1099-MISC & 1099-NEC** will increase from $600 to $2,000. Beginning in 2027, these thresholds will be adjusted for inflation.

Proceeds received from digital asset transactions will be reported on **Form 1099-DA.** Beginning in 2026, brokers will be required to report cost information, in addition to proceeds from digital asset transactions.

2025 is Last Year for Energy Credits: Energy credits for qualified home improvements and new clean energy property are available for 2025. The upgrades and new property must be installed no later than December 31, 2025.

A clean vehicle credit is available for new or used plug-in vehicles purchased on or before September 30, 2025. Income limitations apply.

Visit our website for checklists, more information and resources. As always, thank you for being a VDTA client!

Sincerely,

Becky VanDort & The VDTA Team

Becky VanDort, EA