BIZ FACTS
ABOUT YOUR TAXES

MY | BBD VAULT

ARE YOU TAX READY?

What does *TAX READY* mean?

In the effort to make your tax filing process as easy as possible, we want to make sure you have what is needed to prepare your taxes before you connect with us to start the process – that would mean you are "Tax Ready". To be considerate of your time and meet your expectations, we need to make sure you have gathered what we need to complete your tax returns for 2023.

Why do we want to know if you are *TAX READY*?

Prior to scheduling any meeting with BBD, we want to make sure you have everything ready to go so we can be as efficient as possible in completing your taxes. We ask you to verify and review ***ALL*** information on this list prior to uploading your documents and/or meeting with our staff to begin the preparation process.

Where do I start?

Please go to **OUR WEBSITE**. Scroll down and you will find all the forms and questionnaires needed.

WHAT DO I NEED TO BE TAX READY?

1. Your Personal Tax Return – Tax Ready:

- 2024 Personal Tax Questionnaire: **CLICK HERE**

2. Your Business tax return – Tax Ready:

- 2024 Business Questionnaire: **CLICK HERE**
- 2024 Business Auto and Home Office Questionnaire: **CLICK HERE**
- YOUR BOOKS: Have your books updated and reconciled. Include ALL transactions for 2024 from ALL business accounts.
- YOUR PAYROLL (Non-BBD Payroll Clients): Provide us with all 4 quarters payroll tax returns (Only for Non-BBD Payroll Clients).

3. Do you have rentals?

- 2024 Rental Property Questionnaire: **CLICK HERE**

4. Do you have ALL your supporting tax documents? Upload to your myBBDVault

- W-2 (Wage & Salary)
- SSA-1099 (Social Security Benefits)
- 1099-INT (Interest)
- 1099-S (Real Estate Proceeds)
- 1099-DIV (Dividends)
- 1099-C (Cancellation of Debt)
- 1099-B (Brokerage Proceeds)
- 1099-K (Credit/debit Card, Venmo, PayPal)
- 1099-SA (HSA Distribution)
- 1099-Q (529 Plan Contribution)
- K-1 (Partnership, S-Corp or Trust Income)
- 1099-G (State Refunds & Payments)
- W-2G (Gambling (lottery/prizes/awards/raffles)
- 1099-R (Pension, IRA & Annuity Distributions/Conversions/Rollovers)
- 1098 (Mortgage Interest)
- 1095-A, B or C (Health Insurance)
- 1098-E (Student Loan Interest)
- 5498-SA (HSA or MSA Contribution)
- Child Care Paid (Need detail split by provider SSN/EIN and by dependent)
- 1098-T (Tuition)
- 5498 (Retirement Contribution)
- Gambling Losses
- Property Tax Statement

5. Estimated Tax Payments (Not Payroll Tax Payments)

- **We need verification/proof of payments paid.** Provide payment confirmations (IRS or MN) or copies of checks.
- Upload these to your myBBDVault.

Business by Design | 4916 Lincoln Drive, Edina MN 55436
phone: 952-392-1200 | web: myBBD.com