BROWSER-INDEPENDENT ADVISOR TEMPLATE

First-Meeting Tax Return Review Checklist for Financial Advisors

A printable 28-item fact-finding aid for organizing completed-return context, missing records, and professional handoffs before deeper retirement planning.

Completed return year	Review date	Firm review owner

Use boundary

This checklist organizes preliminary fact-finding. It is not a tax projection, return-preparation worksheet, recommendation, savings estimate, or substitute for current professional review. Record client information only in the firm's approved systems.

01

Scope and return context

Confirm what the completed return represents before using it for discovery.

- ☐ Confirm the completed federal return year.
- ☐ Confirm filing status and the household members relevant to the review.
- ☐ Ask whether the return reflects a normal year or a one-time event.
- ☐ Record material changes since the completed return in the firm's approved system, not on this public page.

02

Return and schedule availability

Identify the return pages, schedules, and supporting records already available.

- ☐ Confirm the completed Form 1040 is available.
- ☐ Note whether Schedule D is present for capital gains and losses.
- ☐ Note whether Schedule E is present for rental, partnership, S corporation, estate, or trust activity.
- ☐ Identify retirement-distribution entries that may require supporting records.
- ☐ Identify pension or annuity income that may require supporting records.
- ☐ Identify Social Security benefits that may require supporting records.
- ☐ Note whether charitable giving or itemized deductions appear and require supporting records.

CHECKLIST 03-04

Income composition and retirement-account follow-up

Use completed-return lines and current supporting records; keep estimates and assumptions visibly separate from verified facts.

03 Income and tax composition

Review reported categories at a high level and separate questions for follow-up.

- [ ] Review adjusted gross income and taxable income.
- [ ] Review tax-exempt interest.
- [ ] Distinguish ordinary dividends from qualified dividends for follow-up.
- [ ] Identify capital gains or losses and any basis questions that need additional records.
- [ ] Review pension, annuity, and IRA distributions.
- [ ] Review taxable Social Security benefits and flag Schedule E activity for professional coordination when applicable.

04 High-level retirement and account follow-up

Gather approximate account-category facts outside the completed return when appropriate.

- [ ] Confirm approximate pre-tax retirement assets.
- [ ] Confirm approximate Roth assets.
- [ ] Confirm approximate brokerage assets and high-level unrealized gain or loss context.
- [ ] Confirm cash, certificate-of-deposit, and money-market totals.
- [ ] Ask about pension or plan income, survivor continuation, Social Security timing, and Medicare enrollment context.
- [ ] Confirm non-qualified annuity value when relevant.

CHECKLIST 05

Missing information and professional handoff

Close the preliminary review by assigning missing records and questions to the appropriate firm process or professional.

05

Missing information and professional handoff

Close with missing facts, boundaries, and ownership for deeper review.

- ☐ Record missing basis or supporting-document questions in the firm's approved system.
- ☐ Record prior-year or unusual-income context when relevant.
- ☐ Identify a beneficiary-designation review need without giving legal advice.
- ☐ Identify an estate-document review need after a move or material change without giving legal advice.
- ☐ Separate questions requiring current tax, legal, investment, insurance, or other qualified professional review from preliminary discovery.

PRIMARY REFERENCES

Use the current completed-return year and official instructions.

Form layouts, line references, and tax rules can change. These sources support the checklist's record-location prompts; they do not turn the checklist into a tax calculation or filing guide.

- IRS: About Form 1040
- IRS: About Schedule D (Form 1040)
- IRS: About Schedule E (Form 1040)

Continue with the canonical HTML resource

This PDF is a blank portable review aid and is not represented as a tagged accessible document. The canonical HTML page remains the accessible, indexable owner and includes the browser-local checklist, source context, and related workflow links.

https://retiretaxscanpro.com/resources/first-meeting-tax-return-review-checklist-for-financial-advisors

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