

2025 Year-End Tax Planning Checklist (Fillable PDF Format)

*For U.S. Federal Income Tax — Planning Before December 31, 2025
Tax Year 2025 — Filing Due April 15, 2026*

SECTION 1 — PERSONAL INFORMATION

Field	Your Entry
Name	
Filing Status	<input type="checkbox"/> Single <input type="checkbox"/> Married Filing Jointly <input type="checkbox"/> Head of Household
Tax Year	2025 (Due April 15, 2026)
Date Completed	
Tax Professional	
Email/Phone	

SECTION 2 — INCOME SUMMARY (ESTIMATED)

Enter projected income sources for 2025:

Income Source	Amount (\$)
Wages/Salary	
Bonuses/Commissions	
Self-Employment	
Rental Income	
Interest/Dividends	
Capital Gains	
Other Income	
Total Estimated Income (auto sum)_____	

This worksheet helps you track projected 2025 income factors that influence your tax liability. The IRS uses total income before adjustments to start the tax calculation.

SECTION 3 — ADJUSTMENTS & RETIREMENT CONTRIBUTIONS

Above-the-line adjustments reduce AGI before deductions.

Adjustment Type	Limit/Notes	Contribution / Amount (\$)
401(k)/403(b)	2025 limit ~\$23,500	_____
Traditional IRA	Deductible limits depend on income	_____
HSA Contributions	Triple-tax benefit	_____
SEP/Solo 401(k)	Self-employed limits higher	_____
Student Loan Interest	Up to limit	_____
Educator Expenses	Classroom costs deduction	_____
Total Adjustments		(auto sum) _____

Enter your contributions to calculate **Adjusted Gross Income (AGI)**:

AGI = Total Estimated Income – Total Adjustments

SECTION 4 — DEDUCTIONS

A. STANDARD DEDUCTION (2025)

Filing Status	Standard Deduction (\$)
Single	\$15,000
Married Filing Jointly	\$30,000
Head of Household	\$22,500

☐ Check if you plan to use Standard Deduction: _____

B. ITEMIZED DEDUCTIONS (if greater than standard)

Category	Amount (\$)
SALT Paid (State/Local Tax)	_____
Mortgage Interest	_____
Medical Expenses	_____
Charitable Contributions	_____
Other Itemized	_____
Total Itemized	(auto sum) _____

Choose the larger of Standard vs Itemized Deductions:

☐ Standard (\$) ☐ Itemized (\$)

SECTION 5 — TAX CREDITS (DOLLAR-FOR-DOLLAR REDUCTION)

Credit Type	Max/Notes	Estimated Credit (\$)
Earned Income Tax Credit (EITC)	Refundable credit	_____
Child Tax Credit	Per qualifying child	_____
Education Credits (AOTC/Lifetime)	Eligible years	_____
Other Credits (Energy, Saver, etc.)	If applicable	_____
Total Credits		(auto sum) _____

Credits reduce your tax liability directly; refundable portions can generate refunds.

SECTION 6 — CAPITAL GAINS & LOSSES

Investment Type	Gain/Loss (\$)	Notes
Short-Term Gains	_____	_____
Long-Term Gains	_____	_____
Loss Harvesting Available	_____	_____
Net Capital Gain/Loss	(calc) _____	_____

Use losses to offset gains and up to \$3,000 of ordinary income per year.

SECTION 7 — ESTIMATED TAX CALCULATION (WORKSHEET)

Step A — Adjusted Gross Income (AGI)

AGI = Total Income – Adjustments = \$ _____

Step B — Taxable Income

Taxable Income = AGI – Deductions = \$ _____

Step C — Tentative Tax (Use 2025 IRS Tax Brackets)

► Enter tax on taxable income from tax tables: \$ _____

Step D — Credits Applied

Tax Owed After Credits = Tentative Tax – Credits = \$ _____

► **Estimated Federal Tax Liability 2025:** \$ _____

SECTION 8 — DOCUMENT ORGANIZER

Document	Collected?
W-2 Forms	<input type="checkbox"/> Yes <input type="checkbox"/> No
1099s (Interest/Dividend)	<input type="checkbox"/> Yes <input type="checkbox"/> No
1099-B (Investments)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retirement Statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Charitable Receipts	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Receipts	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated Tax Payment Receipts	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Records	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 9 — YEAR-END ACTION CHECKPOINTS

- ☐ Confirm 2025 income sources and projections
- ☐ Maximize retirement account contributions
- ☐ Review itemized vs standard deductions
- ☐ Schedule year-end charitable gifts
- ☐ Evaluate tax-loss harvesting
- ☐ Adjust W-4 or estimated payments to avoid penalties
- ☐ Review SALT and other itemizable expenses
- ☐ Consult tax professional before Dec 31, 2025

Professional planners use checklists like this to ensure no deduction or credit is overlooked ([simplicityfinancial.cpa](https://www.simplicityfinancial.cpa))

SECTION 10 — SIGNATURE & PROFESSIONAL REVIEW

I confirm this information is accurate to the best of my knowledge:

Signature: _____

Date: _____

Tax Professional Review — Notes:
