Client Document Tracker – Tax Season

SAMPLE PROJECT · Fictional business and clients. All names, emails, and dates are made up.

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Report date	Feb 10, 2027
Follow-up every (days)	3

What it does	Tracks which tax documents each client has sent, what's still missing, and when to follow up, so no return is delayed.
Sheet: Clients	One row per client. Fill in the blue cells (name, type, contact, appointment, last follow-up). Grey cells calculate automatically.
Sheet: Checklist	Mark each document as Received, Missing, or N/A (not needed for this client) using the dropdowns.
Sheet: Dashboard	Live summary: how many clients are complete, how many documents are missing, and who needs a follow-up today.
Colors	Blue text = you type it. Grey cells = formulas, don't edit. Yellow = settings. Green = received, red = missing, amber = follow-up due.
Example row	Row 2 on Clients and Checklist (Maria Santos) shows the expected format for every column.
Report date	Set to a fixed sample date (Feb 10, 2027) for this demo. In real use, change cell B5 to =TODAY().
Privacy	In real use, store only what the tax preparer approves. Never put SSNs or bank account numbers in this sheet.

Tax Season Dashboard

As of February 10, 2027 · Sample project, fictional clients

Overview

Total clients	**10**
Complete (ready to prepare)	**2**
Waiting on documents	**7**
Not started	**1**
Documents still missing	**17**
Follow-ups due now	**6**
Overall documents received	**66%**

By client type

Client type	Clients	Complete
Individual	5	1
Self-employed	3	0
Business	2	1

Who to follow up with now

Client	Missing docs
Maria Santos	1
James Carter	2
Brightside Bakery LLC	2
Aisha Rahman	2
Tom & Grace O'Neil	5
Kevin Brooks	2

Most-missing documents

Document	Missing
W-2	1
1099-NEC	**2**
1099-INT	1
1098 (Mortgage)	**2**
Prior-year return	**2**
Photo ID	1
Bank statements	**2**
Business receipts	**3**
Childcare costs	1
1095-A (Health)	**2**

ID	Client name	Client type	Email	Preferred contact	Appointment	Docs needed	Received	Missing	% complete	Status	Last follow-up	Next follow-up	Follow-up due?	Notes
C-101	Maria Santos	Individual	maria.santos@example.com	Text	Feb 14, 2027	7	6	1	86%	Waiting	Feb 6, 2027	Feb 9, 2027	Yes	Waiting on 1095-A from marketplace
C-102	James Carter	Self-employed	jcarter.design@example.com	Email	Feb 12, 2027	6	4	2	67%	Waiting	Feb 5, 2027	Feb 8, 2027	Yes	Freelance designer; sends receipts monthly
C-103	Lin & Wei Chen	Individual	chen.family@example.com	Email	Feb 18, 2027	6	4	2	67%	Waiting	Feb 9, 2027	Feb 12, 2027	No	Married filing jointly
C-104	Brightside Bakery LLC	Business	owner@brightsidebakery.example	Phone	Feb 20, 2027	4	2	2	50%	Waiting	Feb 3, 2027	Feb 6, 2027	Yes	Needs Q4 bank statements
C-105	Daniel Ortiz	Individual	d.ortiz@example.com	Text	Feb 11, 2027	3	3	0	100%	Complete	Feb 8, 2027		No	All documents in
C-106	Aisha Rahman	Self-employed	aisha.rides@example.com	Text	Feb 16, 2027	5	3	2	60%	Waiting	Feb 4, 2027	Feb 7, 2027	Yes	Rideshare driver; mileage log pending
C-107	Tom & Grace O'Neil	Individual	oneil.home@example.com	Email	Feb 22, 2027	5	0	5	0%	Not started		Feb 10, 2027	Yes	New client; checklist sent
C-108	Queens Auto Detail Co.	Business	info@queensautodetail.example	Email	Feb 19, 2027	5	5	0	100%	Complete	Feb 7, 2027		No	
C-109	Priya Nair	Individual	priya.nair@example.com	Email	Feb 13, 2027	4	3	1	75%	Waiting	Feb 9, 2027	Feb 12, 2027	No	Student; 1098-T not needed
C-110	Kevin Brooks	Self-employed	kbrooks.tutor@example.com	Phone	Feb 15, 2027	5	3	2	60%	Waiting	Feb 2, 2027	Feb 5, 2027	Yes	Tutor; prefers calls after 5 PM

Client	W-2	1099-NEC	1099-INT	1098 (Mortgage)	Prior-year return	Photo ID	Bank statements	Business receipts	Childcare costs	1095-A (Health)
Maria Santos	Received	N/A	Received	Received	Received	Received	N/A	N/A	Received	Missing
James Carter	N/A	Missing	Received	N/A	Received	Received	Received	Missing	N/A	N/A
Lin & Wei Chen	Received	N/A	Received	Missing	Received	Received	N/A	N/A	Missing	N/A
Brightside Bakery LLC	N/A	N/A	N/A	N/A	Received	Received	Missing	Missing	N/A	N/A
Daniel Ortiz	Received	N/A	N/A	N/A	Received	Received	N/A	N/A	N/A	N/A
Aisha Rahman	N/A	Received	N/A	N/A	Missing	Received	Received	Missing	N/A	N/A
Tom & Grace O'Neil	Missing	N/A	Missing	Missing	Missing	Missing	N/A	N/A	N/A	N/A
Queens Auto Detail Co.	N/A	Received	N/A	N/A	Received	Received	Received	Received	N/A	N/A
Priya Nair	Received	N/A	Received	N/A	N/A	Received	N/A	N/A	N/A	Missing
Kevin Brooks	N/A	Missing	N/A	N/A	Received	Received	Missing	Received	N/A	N/A