

2021 INCOME TAX GUIDE
GENERAL INFORMATION

TAXPAYER _____
FIRST MIDDLE INITIAL LAST

SPOUSE _____
FIRST MIDDLE INITIAL LAST

ADDRESS _____
STREET ADDRESS OR P.O. BOX NUMBER

CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

HOME/CELL PHONE _____ BUSINESS PHONE _____

TAXPAYER SSN _____ TAXPAYER BIRTHDATE _____

SPOUSE SSN _____ SPOUSE BIRTHDATE _____

E-MAIL ADDRESS _____

REFERRED BY: _____

DEPENDENTS:

- IF INCOME IS MORE THAN \$2,200.00 PER CHILD, PLEASE BRING CHILD'S 1099's & W2's

<u>NAME</u>	<u>DATE OF BIRTH</u>	<u>SOCIAL SECURITY NUMBER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

E-FILING? YES / NO (CIRCLE ONE)

- Note: We will e-file unless you tell us not to.
- Please provide us with the E-filing PIN if you received one from the IRS

DIRECT DEPOSIT REFUND? YES / NO (CIRCLE ONE)

- If yes we will need a cancelled check to get routing and account numbers

FOREIGN BANK OR INVESTMENT ACCOUNTS:

- If the total value of these accounts combined exceeds \$10,000 at any time during 2021 we need to report them. Failure to do so could result in substantial penalties.

HEALTH INSURANCE COVERAGE:

- Please provide all Forms 1095A, 1095B and 1095C that you received
- The penalty for not having health insurance does not apply for 2021 tax returns. However if you purchased insurance through the government exchange we will need to reconcile any advance premium credit that you received.

CHECKLIST OF ITEMS NEEDED

INCOME:

1. W-2's & W-2G's (for gambling winnings)
2. 1099'S:
 - 1099-INT for interest income
 - 1099-DIV for dividend income
 - 1099-B for stock & mutual fund sales
 - 1099-NEC for self-employment income
 - 1099-MISC for rental and other income
 - 1099-R for retirement income and annuities
 - 1099-G for state unemployment
 - 1099-G for state income tax refunds
 - SSA-1099 for Social Security or disability benefits
 - 1099-Q for distributions from 529 plans
3. SCHEDULE K-1'S:
 - Partnerships
 - S-Corporations
 - Trusts, Estates & Other Fiduciaries
4. **NEW FOR 2021 - CHILD TAX CREDIT PAYMENTS**
 - **IRS Letter 6419 – this will give the amount of advance child tax credit payments you received in 2021.**
 - **Note – this is not taxable income. We need to know the amount of advance payments you received to calculate the remaining credit to claim on your tax return.**
5. **NEW FOR 2021 - STIMULUS PAYMENTS**
 - **IRS Letter 6475 – this will give the amount of the third economic impact payment that you received in 2021.**
 - **Note – this is not taxable income. However, if you did not receive the proper amount, we may be able to claim a credit on your tax return.**
6. MISCELLANEOUS RECORDS:
 - Self-employed business income and expenses
 - Settlement statements for real estate purchases and sales
 - Rental income and expenses
 - Farm income and expenses
 - Alimony paid or received
 - Conversion of a traditional IRA to a Roth IRA

DEDUCTIONS:

1. MEDICAL AND DENTAL EXPENSES
 - Please provide all Forms 1095A, 1095B and 1095C
2. REAL ESTATE TAXES
3. PERSONAL PROPERTY TAXES
4. FORM 1098 FOR MORTGAGE INTEREST PAID
5. RECORDS OF INVESTMENT INTEREST PAID IN 2021

6. CHARITABLE CONTRIBUTIONS

- No deduction is allowed for any contribution of cash, check or other monetary gift unless the donor can show a bank record or a written communication from the charity indicating the amount and date of contribution.
- For any single donation of \$250 or more, you must have a written acknowledgement from the charity.
- For all non-cash donations (i.e. Goodwill) we will need an approximate fair market value of the contribution on the date contributed.
- Even if you don't itemize, you can claim a deduction of up to \$300 (\$600 if married filing jointly) if you have proper receipts.

7. CASUALTY LOSSES

8. GAMBLING LOSSES

- Please provide all records substantiating gambling losses
- Note that gambling losses are only deductible to the extent of gambling winnings for taxpayers who can itemize.

9. DEPENDENT CARE EXPENSES (FOR YOUR CHILD UNDER AGE 13)

- Include name of dependent and amount paid.
- Please provide the care provider's name, address and social security number or federal ID number

10. AUTO MILEAGE LOG FOR ANY SELF-EMPLOYED BUSINESS OR RENTAL

11. FORM 1098-E FOR STUDENT LOAN INTEREST PAID

12. FORM 1098-T FOR ALL TUITION AND HIGHER EDUCATION EXPENSES

13. IRA CONTRIBUTIONS MADE IN 2021 (BOTH TRADITIONAL AND ROTH)

- Please provide Form 5498

14. HEALTH SAVINGS ACCOUNTS:

- Please provide Form 5498-SA to show HSA contributions
- Please provide Form 1099-SA to show HSA distributions

15. 529 PLAN CONTRIBUTIONS

- Please provide year-end statement showing total contribution for the year
- 529 contributions are state-deductible only.

ESTIMATED TAXES PAID:

<u>DATE PAID</u>	<u>FEDERAL AMOUNT PAID</u>	<u>STATE AMOUNT PAID</u>
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04-15-2021 _____
 ➤ Actual due date was 5-15-2021 due to Covid-19

06-15-2021 _____

09-15-2021 _____

01-15-2022 _____