Lancaster, Schnautz & White, LLP

2021 Tax Questionnaire

Thank you for being a valued Lancaster, Schnautz & White client. For Tax Year 2021 and on, we are simplifying things by sending just key questions we need to know to prepare and understand your tax situation as well as confirmation of your contact and banking information (for direct deposit or electronic tax payments).

Please answer the questions by clicking the box if the answer is yes. Also, type in your current contact information and indicate if your banking information changed since the prior year. **If you would like a traditional organizer like prior years, please let us know and we will be happy to provide you with one.**

After completing the questions, please send it back along with any source documents. A list of common source documents we will need are listed below. **Please note, we no longer accept documents via email due to security concerns for our clients as well as our firm.** We will accept documents via our client portal, by mail, or in person. If you have not signed up for our client portal, we encourage you to do so and can send you the invitation to register.

We will need your documents to our office by March 28, 2022 to ensure we can complete your return by the April 18th due date. If we have not received your documents by March 28, 2022, an extension may be required.

Thank you for your cooperation as we continue our goal to make things more mobile and secure for all our clients.

Sincerely,

Lancaster, Schnautz & White Team

Common Source Documents:

- Include Copy of Drivers License for Taxpayer and Spouse
- Wages/Salaries (W-2)
- Nonemployee Compensation (Form 1099-NEC)
- Interest Income (Form 1099-INT)
- Dividend Income (Form 1099-DIV)
- Brokerage Statement (Form 1099-B)
- Charitable Donations (up to $600 deductible without itemizing)
- Mortgage Interest Statement (Form 1098)
- Property Tax Statements
- Prior Year State Income Tax Refund (Form 1099-G)
- Pension, Annuity, and IRA Distributions (Form 1099-R)
- Social Security Income (Form SSA-1099)
- Documentation regarding Economic Impact Payments received in 2021
- Documentation indicating Advanced Child Tax Credit payments or documentation of opting out
- S-Corporation/Partnership/Estates/Trust Income (Schedule K-1)

Please Complete the Following

Name:	
Address:	
Phone Number:	
Preferred Taxpayer Email:	
Preferred Spouse Email (if applicable): *must be different from Taxpayer email	

To try and prevent delays in receiving tax refunds, we are encouraging all clients to use direct deposit.

Do we have your bank account information?

○ No (will send information with tax documents) ○ Yes

If yes, did you change bank accounts, or did routing transit numbers (RTN) and/or bank account number change from last year's tax return?

○ No ○ Yes (will send updated information with tax documents)

Please make sure to send in a copy of Drivers Licenses for Taxpayer and Spouse.

Questions

Please check the appropriate boxes and include all necessary details and documentation.

Personal Information	√ if YES
Did you get married during the year? If yes, please provide name, date of birth, and SSN for spouse. ____	☐
Did you get divorced during the year? If yes, attach Form(s) 8332 showing who is claiming dependent(s) (if applicable).	☐
Did you live separately from your spouse during the last six months of the year?	☐
Did your address change from last year? If yes, explain:____	☐
Can you be claimed as a dependent by another taxpayer?	☐
Do you, your spouse (if applicable), and any dependents have a taxpayer identification number (SSN, ITIN, or ATIN)?	☐
Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter.	☐
Did you reside in or operate a business in a Federally declared disaster area? The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.	☐

COVID-19 Information	√ if YES
Did you receive an Economic Impact Payment of $1400 per qualifying individual? If so, please provide Notice 1444-C or detail of amounts.	☐
Did you receive an adjustment to your refund or balance due for the exclusion of unemployment compensation and/or Advance Premium Tax Credit as a result of the American Rescue Plan Act (ARPA)? If yes, attach IRS adjustment notice.	☐
Did you receive a Paycheck Protection Program (PPP) loan? If yes, attach loan documents from the bank.	☐
If you received PPP Loans, did you apply or receive forgiveness on the PPP loans? If yes, attach SBA Forgiveness letter.	☐
Are you a telecommuting employee that was required to "shelter in place" due to local COVID-19 protocols while working in a state that was not your home state?	☐
Did you receive emergency leave sick pay?	☐
Did you receive emergency family leave wages?	☐
Did you receive any special unemployment benefits or compensation under the Coronavirus Relief Act during the year?	☐
If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you needed?	☐
If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to your son or daughter under the age of 18?	☐
If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to another?	☐

Dependent Information	√ if YES
Were there any changes in dependents from the prior year? If yes, explain. ____ Please include name, date of birth, and SSN for new dependents.	☐
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,200?	☐
Do you have dependents who must file a tax return?	☐
If you have dependents who must file a tax return, do you want the firm to file the dependents return? If yes, please include all their tax forms.	☐
Did you provide over half the support for any other person(s) other than your dependent children during the year?	☐
Did you pay for child care while you worked, looked for work, or while a full-time student? If yes, attach child care provider Tax ID and year end statement.	☐
Is there any other person(s) who lived with you more than half the year but not claimed by you last year? If yes, explain. ____ Please include name, date of birth, and SSN.	☐
Did you pay any expenses related to the adoption of a child during the year?	☐
If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?	☐
Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter.	☐
Did you receive any Advanced Child Tax Credits (ACTC) for 2021? If so, please include the IRS letter(s) 6419 showing the payments, or a printout of your ACTC account(s) here: https://www.irs.gov/credits-deductions/advance-child-tax-credit-payments-in-2021 There will be 2 separate IRS letters or 2 separate ACTC accounts for taxpayer and spouse.	☐
Did you unenroll from the Advance Child Tax Credit for 2021? If so, please include your confirmation of unenrollment.	☐

Purchases, Sales and Debt Information	√ if YES
Did you start a new business or purchase rental property during the year?	☐
Did you sell, exchange, or purchase any assets used in your trade or business?	☐
Did you acquire a new or additional interest in a partnership or S corporation?	☐
Did you sell, exchange, or purchase any real estate during the year? If yes, attach any closing statements.	☐
Did you purchase or sell a principal residence during the year? If yes, attach any closing statements.	☐
Did you foreclose or abandon a principal residence or real property during the year?	☐
Did you acquire or dispose of any stock during the year?	☐
Did you take out a home equity loan this year?	☐
Did you refinance a principal residence or second home this year?	☐
Did you sell an existing business, rental, or other property this year?	☐
Did you lend money with the understanding of repayment and this year it became totally uncollectable?	☐
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?	☐
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	☐

Income Information	√ if YES
Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?	☐
Did you receive any income from property sold prior to this year?	☐
Did you receive any unemployment benefits during the year? If yes, attach any Form(s) 1099-G printed from state website.	☐
Did you receive any disability income during the year?	☐
Did you receive any Medicaid waiver payments as difficulty of care during the year?	☐
Did you receive tip income not reported to your employer this year?	☐
Did any of your life insurance policies mature, or did you surrender any policies?	☐
Did you receive any awards, prizes, hobby income, gambling or lottery winnings? If yes, attach any Form(s) 1099-G and/or 1099-MISC you received.	☐
Did you receive any income considered to be nonemployee compensation? If yes, attach any Form(s) 1099-NEC you received.	☐
Do you expect a large fluctuation in income, deductions, or withholding next year?	☐
Did you have any sales or other exchanges of virtual currencies, or used virtual currencies to pay for goods or services, or you are holding virtual currencies as an investment?	☐

Retirement Information	√ if YES
Are you an active participant in a pension or retirement plan?	☐
Did you receive any Social Security benefits during the year? If yes, attach any Form(s) SSA-1099 received.	☐
Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? If yes, attach any Form(s) 1099-R you received.	☐
If yes, were any withdrawals due to a Federally declared disaster or COVID-19?	☐
If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2021?	☐
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	☐
Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	☐

Education Information	√ if YES
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	☐
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses.	☐
Did anyone in your family receive a scholarship of any kind during the year?	☐
If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?	☐
Did you make any withdrawals from an education savings or 529 Plan account? If yes, attach any Form(s) 1099-Q you received.	☐
If yes, were any of these withdrawals rolled over into an ABLE (Achieving a Better Life Experience) account?	☐
Did you make any contributions to an education savings or 529 Plan account? If yes, attach December 31, 2021 account statements.	☐
Did you pay any student loan interest this year? If yes, attach any Form(s) 1098-E you received.	☐
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	☐
Would you like a worksheet to aid in the completion of a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education?	☐
Health Care Information	**√ if YES**
Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. If yes, attach any Form(s) 1095-B and/or 1095-C you received.	☐
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, attach any Form(s) 1095-A received.	☐
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, did you share a policy with anyone who is not included in your family?	☐
Did you make any contributions to a Health Savings Account (HSA) or Archer MSA? If yes, attach any Form(s) 5498-SA you received.	☐
Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA this year? If yes, attach any Form(s) 1099-SA you received.	☐
Did you pay long-term care premiums for yourself or your family?	☐
Did you make any contributions to an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 5498-QA you received.	☐
Did you receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 1099-QA you received.	☐
If you are a business owner, did you pay health insurance premiums for your employees this year?	☐
Did you receive any Health Coverage Tax Credit (HCTC) advance payments? If yes, attach any Form(s) 1099-H you received.	☐
Itemized Deduction Information	**√ if YES**
Did you incur a casualty or theft loss or any condemnation awards during the year?	☐
If yes, did the loss occur in a Federally declared disaster area?	☐
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	☐
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment.	☐
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgment from the donee organization.	☐
Did you pay real estate taxes for your primary home and/or second home?	☐
Did you pay any mortgage interest on an existing home loan? If yes, attach any Form(s) 1098 you received.	☐

Did you incur interest expenses associated with any investment accounts you held?	☐
Did you make any major purchases during the year (cars, boats, etc.)?	☐
Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?	☐
Miscellaneous Information	√ if YES
Did you make gifts of more than $15,000 to any individual?	☐
Did you pay rent? If yes, provide landlord name, landlord address, and total rent paid.	☐
Did you utilize an area of your home for business purposes? If yes, provide total home square footage, office square footage, utilities, home insurance, repairs and maintenance.	☐
Did you engage in any bartering transactions?	☐
Did you retire or change jobs this year?	☐
Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?	☐
Did you pay any individual as a household employee during the year?	☐
Did you make energy efficient improvements to your main home this year?	☐
Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?	☐
Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?	☐
Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?	☐
Did you receive correspondence from the State or the IRS? If yes, explain: ______________________________ Please attach related notices.	☐
Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?	☐
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	☐