



McNeil Building
17-29 Main St., Ste 411
Cortland, NY 13045
607.756.5691

Center Ithaca
171 E State St, Ste M03
Ithaca, NY 14850
607.275.5700

Fax: 607.753.1998
www.EquusCPA.com
Support@EquusCPA.com

2021 TAX YEAR PREPARATION CHECKLIST

Please use this checklist to organize your tax documents and either scan and attach them within our secure file exchange (**ONVIO Client Center**), send through the mail, place in our drop box to left of our Cortland office door in the McNeil Bldg on Main St, Suite 411, or stop in - mask required.

DO NOT email confidential information. Please use ONVIO, our secure file exchange via your smartphone (app has scan function) and/or computer at <https://onvio.us/clientcenter/en/us> or the Onvio link in Client Apps on top right of our website, www.EquusCPA.com. Please contact us at Support@EquusCPA.com or call 607-756-5691 for help with logging into and using ONVIO Client Center.

Personal Information

- Did you get married, separated or divorced in 2021?
- We need scan/photo of your (& spouse's) Driver's License (front and back)

Sources of Income

Employed

- Forms **W-2**

Unemployed

- Unemployment, state tax refund (**1099-G**)

Self-Employed

- Forms **1099-NEC**, **1099-MISC**, **Schedules K-1** from partnerships and S-Corps.
- Records of all income and expenses
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Home office information, if applicable
- Record of estimated tax payments made, dates and amounts via **Form 1040ES** and **NYS IT-2105**

Dependent(s) Information

- Dates of birth and social security numbers
- Childcare payment records (including the provider's name, address and tax ID number)
- Income of other adults in your home
- Form 8332** showing that the child's custodial parent is releasing their right to claim a child to you, the noncustodial parent (if applicable)

Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation
- Record of estimated tax payments made via **Form 1040ES** and **NYS IT-2015**

Retirement Income

- Pension/IRA/annuity income (**1099-R**)
- Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed)
- Social security/RRB income (**1099-SSA**, **RRB-1099**)

Savings & Investments or Dividends

- Interest, dividend income (**1099-INT**, **1099-OID**, **1099-DIV**)
- Income from sales of stock or other property, including virtual currency (**1099-B**, **1099-S**)
- Dates of acquisition and records of your cost or other basis in property you sold (**if basis is not reported on 1099-B**)
- Schedule K-1** from partnerships, S Corps and Trusts

Types of Deductions

Home Ownership

- Forms 1098** or other mortgage interest stmts.
- Real estate closing statements
- Receipts for energy-saving home improvements
- Real Estate Tax paid during 2021

Charitable Donations

- Cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations
- Amounts of miles driven for charitable or medical purposes

Medical Expenses

- Amounts paid for healthcare insurance and to doctors, dentists, hospitals (not part of pretax employer plans)

Health Insurance

- Form 1095-A** if you enrolled in an insurance plan through the Marketplace (Exchange) This is mandatory!
- Form 1095-B and/or 1095-C** if you had insurance coverage through any other source (i.e. an employer, insurance company, government health plan such as Medicare, Medicaid, CHIP, TRICARE, VA, etc.)
- Form 1099-SA** Distributions from **HSA**, **MSA**

Childcare Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler. Summer programs.
- Wages paid to a baby-sitter, Summer Programs, etc. Need names, address and Tax IDs for all.
- Don't include expenses paid through a flexible spending account at work

Other Income & Losses & Tax Credits

- Gambling income (**W-2G** or records showing income, as well as expense records)
- Jury duty records, Hobby income and expenses
- Tips, Prizes & awards, Royalty Income **1099-MISC**
- Advance Child Tax Credit received, IRS **Letter 6419**
- SBA's PPP loans (forgiven?), EIDL advances
- 3rd Economic Impact payment, IRS **Letter 6475**
- Electric Vehicle credit, Solar credits, etc.
- Record of alimony paid/received with Ex-spouse's name and SSN - pre-2019 agreements only

Educational Expenses

- Forms 1098-T** from educational institutions
- Itemized qualified educational expenses and Education Savings Acct withdrawals **1099-Q**
- Records of any scholarships or fellowships you received
- Form 1098-E** if you paid student loan interest

Job Expenses (deductible for NYS only)

- Employment related vehicle expenses (tolls, mileage, gas, maintenance, license, property tax, interest expense, parking)
- Receipts for classroom expenses (for educators in grades K-12)
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel) --
- Job-hunting expenses
- Record of moving expenses not reimbursed by employer
- Amount paid for preparation of last year's tax return

State & Local Taxes or Sales Tax

- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Invoice showing amount of vehicle sales tax paid

Retirement & Other Savings

- Form 5498-SA** showing **HSA** contributions
- Form 5498** showing **IRA** contributions
- All other 5498 series forms (**5498-QA**, **5498-ESA**)