

2021 INCOME TAX CHECKLIST OF REQUIRED ITEMS

CHANGE OF ADDRESS OR PHONE: Please note any change of address, zip code, or new home or work phone (including your mobile number if you have dropped your land line), as well as date of change. If you have an email address, please let me know.

VIRTUAL CURRENCY/FOREIGN ACCOUNTS: If you have either, please let me know so that we can discuss reporting requirements.

DEPENDENTS: We will use information from last year. ONLY note changes in dependents. List name, birthdate, and Social Security number of new dependents for 2021. *If dependent is age 19 or over and is working, please indicate the dependent's earnings for the year and whether or not the child was a full-time student for at least four months and one day during the year. Anyone claimed as your dependent CANNOT claim themselves on their own tax return. To avoid problems and government audit, you may wish to have this office prepare returns for your dependents.*

INCOME: W-2's, pension/annuity income (Form 1099-R), Social Security income (Form SSA-1099), unemployment, income from other types of 1099 forms, and alimony (paid or received).

OTHER INCOME: Forms 1099 from interest and dividends: from savings accounts, money market accounts, stocks, bonds, etc.

*****BE SURE TO INCLUDE ALL 1095, 1098, AND 1099 FORMS – LETTERS 6475 AND 6419 IF RECEIVED.*****

STOCK AND PROPERTY SALES: Documentation for the purchase and sale of assets, including stocks, bonds, mutual funds, land, etc. INCLUDING DATES, which are very important to pay the lowest tax. Please remember that the basis in a mutual fund starts with the purchase date and each year's reinvestment activity adds or subtracts from that basis.

RENTAL PROPERTY: income and expenses – see rental organizer on website.

SELF-EMPLOYED income and expenses including mileage information regarding your automobile, health insurance premiums, and contributions to retirement plans. See organizer on web site.

K-1's from partnerships, limited liability companies, S corporations, and estates and trusts.

IRA contributions for 2021, including those made in 2022 for 2021. Also include statements of balances in your accounts at December 31, 2021. This includes traditional, non-deductible, and Roth IRA's.

ITEMIZED DEDUCTIONS: Medical expenses (only deductible above 7.5% of adjusted gross income), real estate taxes, mortgage interest, contributions (cash and non-cash), etc.

STUDENT LOAN INTEREST: If you paid student loan interest, provide information.

CHILD CARE EXPENSES: include amount, name of child, name, address, and identification number of provider.

ESTIMATED TAX PAYMENTS: Listing or cancelled checks for Federal, State, and Local estimated tax payments made in 2021 and January 2022, with dates paid.

DISTRIBUTIONS from pension plans, IRA's, 401(k)'s, etc. Bring copy of any forms 1099 regarding distribution even if non-taxable or proceeds were rolled over to another plan. If you are 72 or older, please remind me so that I may calculate minimum distributions for you. Attach QCD information.

EDUCATION EXPENSES: If you paid any higher education expenses, please list. Attach Form 1098-T.

CHECKING OR SAVINGS ACCOUNT INFORMATION for Direct Deposit of tax refunds.