



## 2021 TAX PREPARATION CHECKLIST

Use the checklist below to assist you in gathering the documents, forms, and records you'll need to complete your income tax return. Every item below may not apply to you and the list is not all inclusive. Last year's return is also a valuable resource for gathering information for this year's return. You should bring anything else you think would be helpful.

Please complete the questionnaire on the last page and submit a copy of it with your other supporting documents.

Feel free to call us with any questions.

### NEW CLIENT?

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In order to comply with IRS regulations, we will need a copy of each of the following:

- Driver's license (NY residents: Both front and back are needed)
- Spouse's driver's license
- Social security number or tax ID
- Birth Certificate for dependents
- Social security card for dependents
- Last two previous years' tax returns
- Voided check (for direct deposit, if wanted)

### SOURCES OF INCOME

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#### Employed

- W2(s) (Include your detailed year-end paystub/payroll statement)
- Employment related stock options

#### Unemployed

- Unemployment compensation

## Self Employed

- 1099-Misc or Self Employment Income and expense records from any source
- Business Expenses; Rental Property; Farming expenses
- Car expenses: actual expenses or mileage for business purposes, need contemporaneous records
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable

## Retirement Income

- Pension and Annuity income 1099-R
- Social Security Benefit statements

## Investments, Dividends

- 1099(s) (Interest, Dividends, Sale of Stock, etc)
  - Bank, Savings & Loan, and Credit Union Accounts
  - Interest, dividend income
  - Mutual Funds and Money Market Accounts
  - State Income Tax Refunds
  - Brokerage or Investment Company Accounts
  - Sales of Stock and Stock Dividends
  - Federal Municipal, or Corporate Bonds
  - IRS interest paid on income tax refund
- IRA or Qualified Plan distributions (you should receive a 1099-R even if reinvested)
- Contributions to HSAs, IRAs, SEPs or Keoghs
- K-1's from Partnerships, S-Corporations, Estates or Trusts
- Health Savings Plan Accounts including employer-sponsored Section 125 Caf  plans
- Dates of acquisition and records of your cost or other basis in property you sold (if basis is not reported on 1099-B)

## Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation

## Miscellaneous Income and Losses

- Record of alimony paid/received with ex-spouse's name and SSN (Date of Divorce: \_\_\_\_\_)
- Non-taxable (Municipal bond or bond fund) income
- Gambling Winnings (also provide information concerning losses if appropriate, to offset winnings)
- Disability Income (from state or from Employer-funded insurance policy)
- Hobby income and expenses (Hobby income is taxable if over \$600 net; expenses only if positive net income)

## DEDUCTIONS

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Under the 2018 tax bill, many itemized deductions were either eliminated or limited and the standard deduction was dramatically increased. As a result, most people will be taking the standard deduction.

### Home Ownership

- Forms 1098 or other mortgage interest statements
- Property Taxes, Real Estate, Personal Property Taxes, Sales Taxes (as alternative to state income tax)
- Receipts for energy-saving home improvements (e.g., solar panels, solar water heater) You must also have and retain documentation from supplier concerning qualification of materials for tax credits.
- Mortgage used for anything other than buying, building or improving your residence(s)?

### Charitable Donations

- Cash or check contributions - You must have receipts from charitable organization
- In Kind – Need receipt showing name and address of charity, details of items donated, and date and value
- Miles driven for charitable purposes

### Health/Medical Expenses

- Medical/Dental Expenses not reimbursed by insurance, including Medical Insurance premiums
- Form 1095-A if you enrolled in an insurance plan through the Marketplace (Exchange)
- Long-term Care Insurance premiums
- Miles driven for health care purposes

### Childcare/Household Expenses

- Fees paid to a licensed day care center or family day care for care of an infant or preschooler (provide name, tax ID, address, and amount paid)
- Wages paid to babysitters, nannies, housekeepers, home health care provider, etc (Provide Names, SSNs, addresses, salary paid, and payroll taxes withheld)

### Educational Expenses

- College Tuition or continuing professional education expenses for yourself or dependents (Form 1098-T from education institutions)
- Student Loan Interest Paid (Form 1098-E)

### State and Local Taxes

- State and Local Income Taxes
- Invoice showing amount of vehicle sales tax paid

### Retirement & Other Savings

- Early withdrawal penalties on Certificates of Deposit or Savings Accounts

### MISCELLANEOUS INFORMATION

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- Record of estimated tax payments made
- Online purchases where sales tax was not paid. Please provide total dollar amount spent.
- Verify banking information is the same as the previous year (if you used direct deposit last year)
- Name change this year. (This needs to be reported to social security or your return will not match)
- Family additions (need social security numbers, birthdates, and copy of birth certificate and Social Security card)

### New Jersey Residents

- If you own a home, please provide the property tax assessment
- If you rent, please provide rent paid
- Percentage of ownership/rent of property: If you own/rent with anyone other than spouse, please list percentage ownership and name and SSN or cotenants.

# TAX PREPARATION QUESTIONNAIRE

Please complete the questions below and submit a copy of this page when you give us your other supporting documents. Due to regulations, we need an answer of either yes or no. If you answer “Yes” to any of the below questions, please provide details.

- **Stimulus:** How much did you receive in 2021 Recovery Rebate (Stimulus) payments? If you don't tell us how much you received, we will assume you received the amount you were entitled to.<sup>1</sup>
  - Third payment (EIP3): \$\_\_\_\_\_
- **Child Tax Credit:** How much did you receive in 2021 Child Tax Credit payments? These payments were typically received monthly starting in July. \$\_\_\_\_\_
- **Cryptocurrency:** Did you buy, sell, exchange, transfer, give, or receive any cryptocurrency, such as Bitcoin, during the last year?  
Yes      No
- **Foreign Bank/Financial Account:** Did you have financial interest in or signatory authority over any financial account (such as a bank account, securities account, or brokerage account) located in a foreign country?  
Yes      No
- **Independent Contractors:** If you own a business or a rental property, did you make any payments that would require you to file Form 1099?  
Yes      No      N/A  
If yes, did you or will you file the required Form(s) 1099?  
Yes      No      N/A
- **Household Employees:** Did you have any household employees?  
Yes      No
- **Health Insurance:** Did you purchase health insurance through a government-sponsored Marketplace?  
Yes      No

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<sup>1</sup> The third stimulus payment (EIP3) began officially on March 12, 2021, so you likely received it sometime in the spring. The first stimulus payment (EIP1), paid in the spring of 2020, and the second stimulus payment (EIP2), paid in winter 2021, were reconciled on the 2020 tax return and so are not needed.