

FILING STATUS

- Single
- Married Filing Joint
- Married Filing Single
- Head of Household
- Qualifying Widower

ADDRESS

Street & Apt. No. _____
 City _____ State _____ Zip _____
 County _____ School Code (if app) _____

TAXPAYER

Social Security Number _____
 First _____ MI _____ Last _____
 Email _____
 Work Ph _____ Cell/Other _____
 Date of Birth _____ Date of Death _____
 Preferred Method of Contact Email Phone Text
 Occupation _____
 Yes No Legally Blind Yes No Dependent of Other

SPOUSE

Social Security Number _____
 First _____ MI _____ Last _____
 Email _____
 Work Ph _____ Cell/Other _____
 Date of Birth _____ Date of Death _____
 Preferred Method of Contact Email Phone Text
 Occupation _____
 Yes No Legally Blind Yes No Dependent of Other

DEPENDENTS (INCLUDING NON-CHILD DEPENDENTS)

<u>First, Middle Initial, Last Name</u>	<u>Student?</u>	<u>D.O.B</u>	<u>Social Security #</u>	<u>Disabled?</u>	<u>Relationship</u>
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

EMPLOYMENT & RETIREMENT INFORMATION

- Yes No - Are you employed?
- Yes No - Are you contributing to a 401(k), 403(b), or other pre-tax account?

STATE & OTHER

- Yes No - Are you requesting state return(s)? If yes, what state(s): _____
- Yes No - Are you requesting local, school, RITA, or county return(s)? Please Specify: _____

E-FILE / FILING INFO - - REFUND / PMT INFO

1. How do you want any **refund** sent to you? MUST CHECK ONE

- Direct Deposit (few days) Routing #: _____ Acct #: _____
- Applied to next year's return
- Paper check by mail (could take several weeks)

2. Any **taxes due** may be paid by check or online along with voucher provided by tax preparer. *It is the taxpayer's responsibility to make payments before tax due dates.

Please Note: The following worksheets are intended to assist the taxpayer in gathering the information necessary for the preparer to complete an accurate tax return. For each area the taxpayer has checked a box below, there should be corresponding back-up provided. There is a "Scan Coversheet" available by separate download that will provide the preparer the list of documents necessary to complete the return. It is very important that the taxpayer provide complete information upon the first submission of these documents. The below checklist provides basic information. There very well could be more information needed to be supplied. For situations that are beyond the information provided below, please make sure detailed notes are provided to assist the preparer in determining the proper way to account for the situation and avoid delays.

BASIC QUESTIONS

Please check the box to the left for any of the following that apply. If not, leave blank. If checked, please provide a brief explanation below if the information will assist the preparer in any way. (Note: Please check any that apply to you OR your spouse)

- 01. **Did you receive a subsidy to help purchase health insurance through the Healthcare Marketplace? If yes, include form 8885.**
- 02. Did you change your address from last year?
- 03. Any change in your dependents from last year?
- 04. Did you have children under 19 (or 24 if a full-time student) who had more than \$2,200 in total unearned income?
- 05. Are all your dependents either US residents or citizens?
- 06. Did you pay any adoption expenses?
- 07. Did you provide over half the support for someone you aren't claiming as a dependent?
- 08. Are you being claimed or eligible to be claimed as a dependent on someone else's return?
- 09. Were either you or your spouse in the military or National Guard?
- 10. Did you purchase, sell or refinance your primary residence?
- 11. Have you been notified by the IRS of changes to a previously submitted tax return, or received any other IRS or state notices?
- 12. Did you make any gifts over \$15,000 to any individuals?
- 13. Did you buy and/or sell any virtual currency (ie Bitcoin, Ether, Roblox, etc.)? If so, please provide all transaction details to preparer.
- 14. Did your marital status change from the prior year?

Details: _____

INCOME

Please check any of the following that you and/or your spouse received:

- 01. W-2 Income
- 02. Income from loans, grants or pandemic related programs
- 03. Interest and/or Dividends Tax exempt Interest and/or Dividends
- 04. Taxable refunds, credits or offsets (including prior year state refunds)
- 05. Business income (self-employment Income)
- *If "yes" please fill out Schedule C worksheet and provide financials
- 6. Stock sales (capital gains)- **(MAKE SURE ALL BASIS INFO IS PROVIDED)**

- 7. Any other assets sold or any other gains or losses
- 8. Rental real estate income
- * If "yes" please fill out Schedule E worksheet

Amount of any passive activity loss carryforward from 2020 \$ _____

- 09. K-1's (1120S, 1065, 1041)
- 10. Unemployment
- 11. Social Security income
- 12. Foreign income
- 13. **Alimony (Applies ONLY to divorce decrees effective prior to 1/1/19)**
Alimony received \$ _____ (rcvd from whom?)
Name/SS# _____
- 14. Other income: Please list: _____

ADJUSTMENTS TO INCOME

Please check any of the following that apply to you and/or your spouse:

- 1. Educator expenses (teaching expenses)
- 2. Health Savings Account deductions: Out of Pocket contributions only \$ _____
- 3. Moving expenses (active military only, service related)
- 4. Contributions to SEP, SIMPLE, and other qualified plans
- 5. Self-Employed health insurance
- 6. IRA contributions: Roth \$ _____ Pre-Tax \$ _____
- 7. Student loan and/or tuition & fees deduction (you or your dependents)
- 8. **Alimony (Applies ONLY to divorce decrees effective prior to 1/1/19)**
Alimony paid \$ _____ (paid to whom?)
Name/SS# _____

TAX DEDUCTIONS AND CREDITS

For the following, please check any of the following that apply:

- 01. Itemized deductions
*if "yes" please fill out a Schedule A worksheet
- 02. Energy efficiency related upgrades/repairs
- 03. Oil & Gas investments credits
- 04. Other tax shelters or credits
- 05. Child care expenses paid \$ _____
Provider name: _____
Address: _____
Provider EIN: _____

**ESTIMATED PAYMENTS MADE FOR 2021 RETURN
(or refunds from a prior year applied to current)**

- \$ _____ Fed _____ Date ____ Qtr
- \$ _____ Fed _____ Date ____ Qtr
- \$ _____ Fed _____ Date ____ Qtr
- \$ _____ Fed _____ Date ____ Qtr
- \$ _____ State _____ Date ____ Qtr
- \$ _____ State _____ Date ____ Qtr
- \$ _____ State _____ Date ____ Qtr
- \$ _____ State _____ Date ____ Qtr

CARES Act PL116-136, March 27, 2020 & Tax Cuts and Jobs Act PL115-97 December 22, 2017

1. Yes No: For W-2 employees, were you mandated to work from home by your employer due to COVID?

If Yes:

- Yes No: Is/was your home in a different state than your normal workplace?
- Yes No: Did your state withholding change on your W-2 after you started working from home?
- Yes No: Did you start new withholding in your state of residence after being sent home to work?
- Yes No: Do you intend to file tax returns in multiple states?

2. Yes No: Did you spread taxation of a COVID related IRA withdrawal in 2020 and make one of three payments in 2020?

If Yes, how did you spread IRA Tax:

Over 3 years one year other: _____

3. Yes No: Did you make charitable contributions in 2021? If yes, how much was in CASH? \$ _____ up to \$300 in cash contributions may be deducted **per taxpayer** (\$600 max) even if you don't itemize. Non-cash or additional cash contributions beyond what is listed above should be included on Sched A Sheet (if applicable).

4. Yes No: Did you contribute more than 60% of your income to a qualified charity in the form of cash in 2021?

If Yes, you may elect to eliminate the pre-CARES Act 60% limitation for cash contributions in 2021, and may deduct up to 100% of your Adjusted Gross Income.

I would like to deduct _____% of my Adjusted Gross Income

05. Yes No: Did you receive advance payments of the Child Tax Credit in 2021?

If Yes, how much \$ _____

06. Check here if you did NOT receive the third Economic Impact Payment (ie stimulus check) in 2021 and you would like to claim it now or if you received a portion of the payment.

If you received partial payment how much did you receive?

Complete this section if you own a business (use separate sheets if you own more than one):

Name of Business: _____

07. Yes No : Did you use or take advantage of the WOTC (Work Opportunity Tax Credit) or did you receive a tax credit for paid sick and family leave under FFCRA (Families First Coronavirus Response Act)?

08. Yes No : Did you apply for and receive a Paycheck Protection Program (PPP) Loan in 2021?

09. If you did receive a PPP loan, how much did you receive? \$ _____

10. Yes No : Did you include those loan proceeds in your income/revenue on Schedule C or E?

11. Yes No : Did you apply for and receive loan forgiveness in 2021?

If Yes, amount forgiven? \$ _____

12. Yes No : Did you apply for and receive an Economic Injury Disaster Loan (EIDL) through SBA in 2021?

If Yes, amount forgiven? \$ _____

13. Yes No : Did you include those loan proceeds in your company revenue on Schedule C or E?

14. Yes No : Did you apply for and receive loan forgiveness in 2021?

If Yes, amount forgiven? \$ _____