

CLIENT NAME: _____

For tax year 2021, please complete the following 4 pages, sign and return it to our office.

PERSONAL INFORMATION

YES NO

- 1) Did your marital status change during the year?
- 2) Did your address or email address change during the year? If yes, please provide.

- 3) Could you be claimed as a dependent on another person's tax return in 2021?
- 4) Did your bank account change during the year (for IRS refund)?
- 5) Have you been a victim of identity theft or identity fraud?
- 6) Do you have an IRS Identity Protection Personal Identification Number (IP PIN)?

DEPENDENTS

- 7) Were there any changes in dependents? For a new dependent, please provide a copy of their social security card.
- 8) Did you receive the Advanced Child Tax Credit? If yes, please provide **IRS Letter 6419**. If married, you will each receive this letter. We need both!
- 9) Were any of your unmarried children who might be claimed as dependents, 19 years of age or older at the end of 2021?
- 10) Did you have any children under age 19 or full-time students under age 24 at the end of 2021 with total **unearned** income in excess of \$1,100?
- 11) Did you pay for childcare in 2021 for your dependent child under age 13? Please provide statements including federal ID number of provider.

HEALTH CARE COVERAGE

- 12) Did you have health insurance coverage from the Washington Marketplace (Exchange)? If so, please provide **Form 1095-A**.
- 13) Did you contribute to or have distribution from a Health Savings Account (HSA)? Please provide Form 1099-SA.

INCOME

- 14) Did you receive or pay alimony or spousal support?
- 15) Did you receive any **unreported income** (Casual labor, Door Dash, Uber, Airbnb, etc.) or unreported tip income of \$20 or more?
- 16) Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
- 17) Did you receive any disability income?

YES NO

- 18) Did you receive or were you eligible to receive any unemployment income?
- 19) Did you have any rental income? Please provide income, expenses, and documentation.
- 20) Did you have any self-employed business income? Please provide income, expenses, and documentation.
- 21) Did you have any foreign income or pay any foreign taxes?
- 22) Did you have an interest in, or signature, or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account? If so, please provide statements.
- 23) Did you own any assets or real estate in a foreign country? If so, please provide documentation.
- 24) Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust or did you have an interest in any foreign assets or accounts?

PURCHASES, SALES AND DEBT

- 25) Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
- 26) Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?
- 27) Did you buy or sell any stocks, bonds, or other investment property (outside of your retirement accounts) in 2021?
- 28) Did you purchase, sell, or refinance your principal home or second home, or did you take out a home equity loan? If so, please provide all settlement statements and documentation of proceeds.
- 29) Did you make any residential energy-efficient improvements? Did you purchase an electric vehicle? If so, please provide invoice.
- 30) Did you have any debts forgiven or cancelled?
- 31) At any time in 2021, did you own crypto currency (such as Bitcoin)?
- 32) At any time in 2021, did you receive, sell, send, exchange or otherwise dispose of any financial interest in crypto currency? Please provide ALL statements and details.

RETIREMENT PLAN

- 33) Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Please provide Form 1099-R.
- 34) Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.) **outside** of a payroll deduction?
- 35) Did you rollover any retirement plan to another plan or IRA?
- 36) Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a ROTH IRA?

EDUCATION

YES NO

- 37) Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? If so, please provide details and Form 1099-Q.
- 38) Did you, your spouse, or a dependent incur any tuition or education expenses that are required to attend a college, university, or vocational school? If so, please provide Form 1098-T and an account summary from the educational institution.
- 39) Did you have a student loan that you paid interest on in 2021?
- 40) If you are an educator, did you spend at least \$250 on unreimbursed work expense including supplies, PPE, etc.?

ITEMIZED DEDUCTIONS

- 41) Did you pay sales tax on home improvements, or on the purchase of a car, motor home, boat, or other major item?
- 42) Did you have excessive medical expenses (paid out of pocket more than 7.5% of your income)?
- 43) Did you have charitable contributions for 2021? If so, **provide all supporting statements** and **all** documentation.
- 44) Did you make any charitable contributions **directly** from your IRA accounts?

ESTIMATED TAXES

- 45) Did you make any estimated tax payments for 2021? If so, please provide documentation with amounts and dates.
- 46) Did you apply an overpayment of 2020 taxes to your 2021 estimated tax?
- 47) If you have an overpayment of 2021 taxes, do you want the excess applied to your 2022 estimated tax (instead of being refunded)?
- 48) Do you want to have your estimated tax payments automatically deducted?

COVID RELATED

- 49) Did you receive the 3rd economic impact payment (\$1400 each) that the IRS started distributing in March 2021? If so, please provide **IRS Letter 6475**, or your IRS transcript.
- 50) If **self-employed (Schedule C)**, did you have time off due to COVID?
- 51) Did you receive a PPP loan, or have your PPP loan forgiven in 2021?
- 52) Did you receive a distribution from your retirement account **in 2020** due to COVID?

MISCELLANEOUS



YES NO

- 53) We are required to electronically file (e-file) your tax return. Do you have a reason to opt out of e-filing?
- 54) Do you want to allocate \$3 to the Presidential Election Campaign Fund?
- 55) Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?
- 56) May the IRS discuss your tax return with your preparer?
- 57) Was your home rented out or used for business?
- 58) Did you engage the services of any household employees that you paid over \$1000 per quarter or \$2300 for the year?
- 59) Were you notified or audited by the Internal Revenue Service? If you received **any** IRS correspondence, please provide copies.
- 60) Did you or your spouse make any gifts to an individual or trust that total more than \$15,000?
- 61) Do you want to receive your tax organizer electronically in the future?
- 62) Do you want to receive your 2021 tax return copy electronically?
- 63) Did you read and review the tax client letter and agreement for services?

Please sign and date below:

Taxpayer

Date

Taxpayer (spouse)

Date

Any relevant notes or additional information:
