



2021 Tax Preparation Checklist

Checklist of Information Needed to Complete Your Tax Return

If any item listed applies to you, check the box and attach the information

General Information

- If you are a new client or have had a change of address, email, or phone number, please complete the demographic information on page 3 of this checklist and provide a full copy of your 2020 federal/state tax returns.
- Did you have a child or other dependent that should be added to your return in 2021? If so, please complete the demographic information on page 3 of this checklist.
- Provide a copy of the front of a valid driver license for yourself and your spouse (we are required to input this information before e-filing your tax return as an additional security measure).

NEW FOR 2021

- If you received any advance child tax credit payments in 2021, please provide us with a copy of Letter #6416. (The IRS mailed these letters to applicable taxpayers in January 2022). Note that we will need two letters if it is a joint return.
- If you received a third-round Federal stimulus payment in 2021, please provide us with a copy of Letter #6149. (The IRS will mail these letters to applicable taxpayers in late January 2022).

Direct Deposit for Refund Information (please upload a Voided check to the portal to verify your information)

- Bank Name: _____
- Checking Savings Routing _____ Account _____

Income Information

- Wages (Form W-2)
- Interest Income (Form 1099-INT)
- Foreign bank accounts, income +/- or paid taxes
- Dividend Income (Form 1099-DIV)
- Stock Sale Information/Capital Gains (Form 1099-B)
 - Each stock sale: If not included on 1099-B, Date purchased, number of shares bought, amount paid
- Other Income
 - Alimony Received²
 - Unemployment Compensation (Form 1099-G)
 - Social Security Benefits (1099-SSA)
 - Crypto/Virtual Currency buy/sell/trade¹
 - Pension Distributions (Form 1099-R)
 - State / Local Refunds (Form 1099-G)
 - Gambling Income (Form W-2G)
 - Disability Income
 - Jury Duty
 - Tip Income

¹ Please provide a copy of 1099-B, Form 8949, or an Excel export of all transactions.

² Specify if divorce decree was entered after 12/31/18.

- Scholarships (Form 1098-T)
- Education Savings Account Withdrawal (Form 1099-Q)
- Small Business (self-employed or independent contractor business owner)
 - Profit and Loss Report for calendar year 2021. Balance Sheet report as of 12/31/20 and 12/31/21 (Excel format if possible)
 - Forms 1099-MISC received
 - Auto mileage, home office, and telephone costs
 - Information on typical small business deductions can be found on our website [here](#)
- Rental Property
 - Please provide an income and expense report. Our template for the report can be found [here](#).
 - Rental Income (Form 1099-MISC)
- Schedules K-1 from Partnerships, S Corps, Trusts
- Sale of Real Estate
 - Closing Statement – Sale of Property
 - Closing Statement – Purchase of Property
 - List of additions/improvements while you owned the property.

Deduction Information

- IRA Contributions
- SEP, Simple, Keogh Plan Contributions
- Solo 401K Contributions
- Student Loan Interest (Form 1098-E)
- Alimony Paid³
 - Recipient Name and SS # _____.
- Medical Expenses (if over 7.5% of income)
 - Medical mileage
 - Out of Pocket Medical Expenses
- Real Estate Taxes
- Other Taxes (including Sales tax paid on the purchase of autos, boats and RVs for personal use)
- Annual Vehicle Registration Statement (front and back) showing personal property taxes paid
- Mortgage Interest (Form 1098)
- Investment Interest
- Cash and Noncash Charitable Contributions (provide list with name of charity/organization and amount. If in-kind contribution, briefly describe items)

Tax Credits and Payment Information:

- Child Care Expenses
 - Provide name, address, SS# or EIN, and amount paid for each child
- Estimated tax payments (provide documentary proof of each payment made)⁴
- Legal papers for adoption, divorce or separation involving custody of your dependent children
- Tuition Statements (Form 1098-T) & Education Expenses
- Solar energy or vehicle tax credit information

Sales & Use Tax

- Total goods purchased for which state sales tax was not paid: _____

³ Specify if divorce decree was entered after 12/31/18.

⁴ If you are unable to provide cancelled check images or online confirmation receipt, you can download your 2021

Account Transcript for free from the IRS online: <https://www.irs.gov/individuals/get-transcript>

New Clients

	Taxpayer	Spouse
Name		
Date of Birth		
Address		
Phone Number		
Email Address		

Children/Dependents:

Name	Does the Child have Income over \$2,100	Date of Birth	Social Security Number