

# 2021 INCOME TAX ORGANIZER

Taxpayer's Name				Social Security Number	
Spouse's Name				Social Security Number	
Taxpayer's Occupation		Date of Birth (D.O.B.)		Blind?	
Spouse's Occupation		Date of Birth (D.O.B.)		Blind?	
Address				e-mail address	
City	State	Zip	Home Phone	Work Phone	

## DEPENDENT CHILDREN (who lived with you more than 6 months)

1) Name	Social Security No.	D.O.B.	2) Name	Social Security No.	D.O.B.
3) Name	Social Security No.	D.O.B.	4) Name	Social Security No.	D.O.B.

## OTHER DEPENDENTS

1) Name	Social Security	Time at home	Relationship	Income	Support by you	Support by dependent & others
2) Name	Social Security	Time at home	Relationship	Income	Support by you	Support by dependent & others

## THINGS TO BRING

(if applicable):



- ☐ Last Year's Tax Return (if new client)
- ☐ W-2 Form(s) for Wages
- ☐ 1099 Form(s) for Interest, Dividends, Sales, Retirement, Social Security, Self-employment, Unemployment, Cancelled Debt, & Other Income/Distributions
- ☐ EIP (aka "3<sup>rd</sup> stimulus" - bring IRS Letter 6475 or 1444-C)
- ☐ Child Tax Credit Advance (bring IRS Letter 6419)
- ☐ IRA Year-end Statements
- ☐ K-1s from Partnerships, Corporations or Estates
- ☐ Statements for Assets Held Outside the USA
- ☐ Cryptocurrency (e.g. Bitcoin) Sales/Earnings
- ☐ Business/Rental/Farm Income & Expenses
- ☐ Records of Estimated Taxes Paid
- ☐ HSA forms (1099-SA & 5498-SA)
- ☐ Childcare Provider Information
- ☐ Property Tax Statements
- ☐ 1098 Form(s) - Mortgage Interest, Tuition, Student Loans, Vehicle/Boat Donations
- ☐ Closing Papers for Purchases & Sales (including purchase and sale dates & amounts)
- ☐ All Other Statements Showing Income
- ☐ Charitable Contribution Details
- ☐ Last Pay Stub of the Year
- ☐ Voided Check for Direct Deposit
- ☐ Form(s) 1095 - Health Insurance
- ☐ Copy of Driver's License for Taxpayer & Spouse
- ☐ Copy of Social Security Card for New Family Members
- ☐ Pandemic Related Business Loans/Credits (bring details)

## RENTAL/SELF-EMPLOYMENT/FARM INCOME

(see reverse for expenses)

Landlords (rents received) \$ \_\_\_\_\_  
 Self-employment (total received) \$ \_\_\_\_\_  
 Farm income (total received) \$ \_\_\_\_\_

## PANDEMIC RELATED BUSINESS LOANS/CREDITS

Amount of PPP Loan (*not taxable income, even if forgiven*) \$ \_\_\_\_\_  
 Employee Retention Credits \$ \_\_\_\_\_

## SALE OF STOCK OR OTHER PROPERTY

Item:	Cost:	Sale:
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

## OTHER INCOME

Wages (forms W2)..... \$ \_\_\_\_\_  
 Interest (forms 1099-INT)..... \$ \_\_\_\_\_  
 Dividends (forms 1099-DIV)..... \$ \_\_\_\_\_  
 Tips..... \$ \_\_\_\_\_  
 Child Care..... \$ \_\_\_\_\_  
 Retirement (forms 1099-R)..... \$ \_\_\_\_\_  
 Roth Conversions..... \$ \_\_\_\_\_  
 Jury Duty..... \$ \_\_\_\_\_  
 Election Judging..... \$ \_\_\_\_\_

## OTHER INCOME (cont.)

Child Tax Credit Advance ..... \$ \_\_\_\_\_  
 EIP ("3<sup>rd</sup> stimulus") Received..... \$ \_\_\_\_\_  
 Gambling Winnings..... \$ \_\_\_\_\_  
 Unemployment (1099-G)..... \$ \_\_\_\_\_  
 Alimony Received..... \$ \_\_\_\_\_  
 Prizes/Awards..... \$ \_\_\_\_\_  
 Scholarships & Fellowships..... \$ \_\_\_\_\_  
 Debt Cancellation..... \$ \_\_\_\_\_  
 Partnerships & S-Corporations.... \$ \_\_\_\_\_  
 Estates & Trusts..... \$ \_\_\_\_\_  
 Social Security/RR Retirement.... \$ \_\_\_\_\_  
 State Tax Refunds..... \$ \_\_\_\_\_  
 Royalties (music/writing/other).... \$ \_\_\_\_\_  
 Sick Pay &/or Disability..... \$ \_\_\_\_\_  
 Veteran's Payments..... \$ \_\_\_\_\_  
 Withdrawals from HSA/MSA..... \$ \_\_\_\_\_  
 Hobby Income..... \$ \_\_\_\_\_  
 Odd Jobs/Side Jobs..... \$ \_\_\_\_\_  
 Research/Survey/Online..... \$ \_\_\_\_\_  
 Insurance Claims/Lawsuits..... \$ \_\_\_\_\_  
 Public Assistance..... \$ \_\_\_\_\_  
 Barter..... \$ \_\_\_\_\_  
 Foreign Income..... \$ \_\_\_\_\_  
 Cryptocurrency sales/earnings.... \$ \_\_\_\_\_  
 All Other Income..... \$ \_\_\_\_\_

★ Bring statements if available. Double-check 'online' accounts that don't send paper statements (e.g. brokerage, HSA, tuition, etc.).

# Potential Deductions and Credit Items

## ADJUSTMENTS

### Payments to an IRA

Traditional ☐ Roth ☐

Taxpayer Amount \$

SEP ☐ SIMPLE ☐

Spouse Amount \$

### Penalty for Early Withdrawal

Alimony Paid \$: SS#: - -

### Self-Employed Health Insurance

### Student Loan Interest

Payments to HSA/MSA: Taxpayer Spouse

### Classroom Materials for Educators

## MEDICAL EXPENSES

Insurance & Medicare (not pretax) .....  
Long Term Care Insurance .....  
Prescriptions .....  
Eyeglasses, Hearing Aids & Batteries .....  
Doctors .....  
Dentists .....  
Hospital / Ambulance .....  
Auto Mileage ..... miles  
Other Medical Expenses, Travel .....  
Reimbursement .....  
Did you receive reimbursement at work? .....

## TAXES

Real Estate Taxes .....  
State taxes paid in '21 for '20 or earlier .....  
Sales tax paid on vehicles, boats, planes .....  
Sales tax paid (from receipts) .....  
**2021 State Tax Estimates**  
date pd. \$ date pd. \$  
date pd. \$ date pd. \$  
**2021 Federal Tax Estimates**  
date pd. \$ date pd. \$  
date pd. \$ date pd. \$  
Vehicle License Tabs, Pers. Prop. Tax .....

## INTEREST EXPENSE

### Home Mortgage—Paid to Financial Institutions (Form 1098)

First Mortgage/Refinance .....

Loan Origination Fee/Discount Fee.....

Second Mortgage .....

Home Equity .....

Equity loan used only to buy/build/improve home? Y ☐ N ☐

Mortgage Insurance .....

Second Home Interest Payments .....

Home Mortgage—Pd. to Individuals .....

(name, address, Social Security number) .....

Investment Interest: Margin Account.....

Other Investment Interest.....

## OTHER MISCELLANEOUS EXPENSES

Gambling Losses .....  
Impairment Related Work Expenses.....

## HIGHER EDUCATION EXPENSES

Post Secondary Tuition/Req. Fees Paid.....  
Date: Year in School.....

## CONTRIBUTIONS

Churches (receipted) .....  
Other Contributions of Money (receipted) ....  
Charitable Auto Mileage .....  
Volunteer Expenses (receipted) .....  
Property Donated (for which you have receipts)  
Fair market value (bring  
documentation if over \$500).....  
Auto, Boat Donations (Form 1098C) .....  
Qualified Charitable Distribution from IRA? Y N (bring details)

## CASUALTY & THEFT LOSSES

Cost of Property Lost .....  
Fair Market Value of Property .....  
Insurance Reimbursement Received .....  
Federally Declared Disaster Area? Y N (bring details)

## AUTOMOBILE EXPENSE

Total Miles .....  
Business Miles .....  
Commuting Miles .....  
Personal Miles .....  
Jan. 1, 2021, Odometer Beginning: .....  
Dec. 31, 2021, Odometer Ending: .....  
Gas & Oil.....  
Interest .....  
Tolls & Local Transportation .....  
Lease Payments .....  
Parking .....  
Other: .....

## BUSINESS EXPENSES

Taxes .....  
Utilities .....  
Insurance .....  
Repairs .....  
Supplies .....  
Business Meals.....  
Business Travel.....  
Advertising .....  
Professional Dues/Memberships .....  
Legal/Professional Fees .....  
Wages (bring copies of W2s/941s if they have been filed)  
Contract Labor .....  
Equipment (bring a list with details).....  
Other: .....  
Is your primary place of business in your home? If yes, bring all home  
related expenses, total square footage and square footage of space that  
is exclusively and regularly used for business.

## CHILD CARE EXPENSES

Names, addresses, and ID#s of provider(s), amount paid.

Do you have a dependent care benefit plan at work? .....

## ADOPTION EXPENSES

Amount Paid: Date Finalized: (bring papers)

## ENERGY CREDITS / PLUG-IN VEHICLE

(BRING RECEIPTS AND DETAILS)

Solar ☐ Wind ☐ Geothermal ☐ Plug-in Vehicle ☐

Please sign here \_\_\_\_\_ date \_\_\_\_\_