

CHECKLIST

Please submit to us the following applicable 2021 documents. **We would appreciate if you could present these items to us in the following order as it will make the preparation more efficient and timelier:**

- Social security numbers and date of birth for new dependents.
- All Local Earned Income Tax Forms.
- W-2 Forms from all employers & last pay stub - for reference (returns cannot be prepared from pay stubs alone).
- 1099 Income Forms (Interest, Dividend, Retirement, Debt Cancellation, etc.) (including State/Local refund forms).
- 1099-Brokerage Statements reporting security sales & year-end/annual brokerage or investment statements.
Make sure cost basis is included. If you have a brokerage account, please contact your advisor, and ask if a corrected statement is forthcoming. This would avoid having to file an amended return where additional tax preparation fees would be incurred.
- 1095 A (when insurance obtained through the market place/"Obama Care") documenting health care coverage.
- Social Security benefits rec'd year-end statement(s) (**contact SSA 800-772-1213 for a duplicate copy if not rec'd**).
- Unemployment benefit Form 1099-G (**call 888-313-7284**).
- Schedule K-1 Forms, Federal & State(s), for interests in a Partnership, S Corporation, &/or Estate/Trusts.
- Farm income received this past year including from sales of livestock, crops, etc. & a summary of farm expenses.
- W-2-G from Gambling winnings (including losses), all other misc. income.
Please provide a **separate summary for each rental property** listing the income received and expenses paid for that individual property (we do not need receipts) for 2021. **Please use your Schedule E from prior year as a worksheet to document income and expenses for the current year or call our office and we can provide you with a blank worksheet for the current year. We cannot accept receipts for expenses and our office cannot summarize them for you**
- Settlement sheets for all properties purchased &/or sold during 2021.
- If you refinanced, please contact the lender to confirm if you paid points (amount paid & length of loan needed).
- 1099-Misc Forms and other related summary for income received but not reported on a 1099-Misc. Also, an expense summary related to this income (we do not need you to provide actual receipts).
- Invoice for 2021 energy efficiencies for solar, wind and geothermal or fuel cell systems **ONLY**.
- Day care/summer camps for each dependent under age 13: **provider name, address, EIN, or SSN and amount paid**.
- PA Property tax/Rent Rebate. Qualified retirees should provide stamped real estate tax bills. For those only who are a widow/widower aged 50-64 or age 65 or older & you rent or own your house & total income (excluding social security) is under \$35,000, we need a letter from your landlord verifying the total rent paid for the year or the township, county & school tax receipts stamped "paid" by the tax authority to claim the property tax rebate.
- Did you receive any notice (from IRS, State or Local) regarding a prior year tax return? If yes, please provide us with the notice(s).

- NEW CLIENTS ONLY**
- 2020 Tax Returns (federal, state, and local).
- Copy of you and your spouse's (if applicable) driver's license.
- Copy of all Social Security cards and date of birth for each family member (you, spouse and dependents).

As always, we appreciate your business! Stay safe and healthy.