

2021 Tax Return Questionnaire

Name (YOU): _____ Cell & Email: _____

Name (SPOUSE): _____ Cell & Email: _____

Township: _____ School District: _____

Please "✓" check the applicable box:

1. If you have an overpayment, do you want to **receive the refund** or **apply it to next year**?
2. If refunded, do you want the funds directly deposited into your **Checking** or **Savings** account?
3. If payment owed, do you want to pay electronically from **Checking** or **Savings** account?

REQUIRED IF #2 OR #3 CHECKED. COMPLETE EVEN IF WE HAVE BANK INFO ON FILE:

Bank name: _____ Routing # _____ Account # _____

Yes No

During 2021, please "✓" check the applicable box.

When checking "yes" provide all applicable documentation/tax forms.

Personal Information

Address change during the year? If yes, **Date Moved & New Address:** _____

If self-employed, provide breakdown of self-employment expenses before and after moving. If a W-2 employee, provide a summary of income earned in each township.

Did you get married, legally separated or divorced during the year? If yes, please check which one and provide date: _____

**
 If you paid or received alimony, what was the date of the divorce separation agreement? _____
Amount received \$ _____ Name, SSN & amount paid \$ _____

Does your spouse (if married) have separate debt, liabilities or taxes owed that you would prefer to file separately?

ONLY IF NOT MARRIED, could you be claimed as a dependent on another person's tax return for 2021?

Were there any changes in dependents? If yes, please specify _____

Parents be sure your dependent children do NOT claim themselves on their individual return if self-prepared. Your return will be rejected electronically if one of your dependents claimed themselves. We will charge an additional fee to paper file your return because a dependent child claimed themselves. As a safeguard, do not allow them to file until after your return has been e-filed.

Did your children under age 19 or full-time students under age 24 at the end of 2021, have unearned income (any income **other than** wages or self-employment income) in excess of \$2200? .

Income

Any time in 2021, did you receive, sell, send, exchange, any virtual currency (bitcoin or other)?

Did you start a business, farm, purchase a rental property, or acquire an interest in a business? If yes, please check which one. **If so, please provide all documents applicable to the formation of this business (IRS EIN, PA formation approval letters)**

Did you sell any stocks, bonds, business assets, or investment property during the year? Provide your annual brokerage statement and annual 1099-B. **Check that basis was provided for all security sales (call your broker for any missing info). If you have a brokerage account, please contact your advisor and ask if a corrected statement is forth coming. This would avoid having to file an amended return where additional tax preparation fees would be incurred.**

Did you receive distributions from any retirement type plan? Any retirement rollovers or Roth conversions during 2021? .

Did you receive any prizes, awards, jury duty, lottery/gambling winnings, unemployment, disability, gifts, or any miscellaneous income? **Please check all that apply & provide all documents.**

Did you have any foreign income or pay any foreign taxes?

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?

Did you have any debts cancelled, debts forgiven, have any property foreclosed, seized, or taken over during 2021? If so, were your debts greater than your total assets? Y or N

Did you purchase or sell your principal residence in 2021? If yes, provide us with the "HUD-1" settlement sheet(s). If a 1st time homeowner, did you pull IRA money to buy house? (401k money doesn't qualify)

** **Only if you're over age 59 ½ & receiving distributions from your IRA accounts, complete the following:**

- (1) Combined total value of all traditional IRA accounts for you on 12/31/2021? \$ _____
- (2) Combined total value of all traditional IRA accounts for your spouse on 12/31/2021? \$ _____

Did your children receive any savings bonds in 2021? If yes, what interest was accrued/earned in 2021? _____ (Memo – US Savings bond election). We can discuss.

Adjustments to Income

Teachers Only (K-12, non-athletic) Did you and/or your teacher spouse have any out-of-pocket expenses for teaching supplies, books, etc.? If so, provide separate details for each person.

Did you make total cash charitable contributions of \$300 or more in 2021 (\$600 if married filing joint)?

Itemized deductions (Note: Investment advisor fees are no longer deductible)

Did you refinance any mortgage or loan in 2021? If so, provide us with all refinance settlement sheet(s). New primary residence loans are limited to \$750,000 (pre-existing loans are grandfathered to \$1,000,000).

Do you have a home equity loan or line of credit? If so, were the loan proceeds used 100% to buy, maintain or improve your primary residence?

Did you have any casualties (fire, flood, theft, damage, etc.) during the year or anything in a Federally declared disaster area? If so, please note the amount of insurance reimbursement & your costs not covered by insurance for discussion with us.

For Small Businesses and Employees, for State and Local Tax Purposes

Did you use your car on the job (not commuting to/from work)? The IRS and PA require a log.

Did you pay for any job-related expenses, including those to work out of town for part of the yr.?

Did you get any reimbursements, Y or N? If so, \$ _____ and were they in your W-2, Y or N?

Credits

For your primary residence, did you purchase **solar, wind, geothermal** or **fuel cell energy** source? If so, summarize ALL costs paid in the current year. Note: This includes parts & maintenance on solar/geothermal systems.

Did you, your spouse or dependent have college tuition expenses (after high school) in 2021 (even if the classes were not attended until Jan-March 2022)? **If yes, a copy of the 1098-T is required.**

Did you receive a distribution from an Educational Savings Account or Qualified Tuition Program? If you fully closed out a QTP, did you incur a loss (distributions were less than contributions)?

Did you pay child/dependent expenses so you/your spouse could work/look for work during 2021? If so, did you take part in the Section 125 pre-tax dependent care benefit program (W-2 box 10)? New higher income limits for 2021.

Did you pay any adoption expenses in 2021? If so, \$ _____.

Healthcare

Did you or your spouse and all dependents have health insurance through the marketplace ("Obamacare")? **If purchased through the marketplace (NOT your employer), you must provide form 1095-A for each health insurance plan** (should be maximum of 2 if you & your spouse were covered under separate healthcare.gov plans). **If you did not receive one or both 1095-A Forms, call your health insurance provider for them to send you a copy. We cannot prepare your return without this form if you received your health insurance through the marketplace.**

General

Did you have an interest in or signature authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account? What was the aggregate value?

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.