

2021 TAX ORGANIZER

Kolodziej Eisen & Fey LLC Certified Public Accountants

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PERSONAL INFORMATION - Update if any changes or new client

Name, Occupation, E-Mail, Cell phone, Other phone, Date of birth, Address, Preferred method of contact, Spouse's name, Occupation, Email, Cell phone, Other phone, Date of birth

Was health insurance purchased through Exchange? Y or N If YES, you must provide Form 1095-A from Healthcare.gov.

Unemployment received Self \$ Spouse \$ Print Form 1099-G from website, will not be mailed!

Amount of Stimulus/Economic Impact Payment received \$ (received March 2021 or later)

*NEW - Provide Letter 6419 from the IRS showing Advanced Child Tax Credit payments received in 2021.

Table with 5 columns: Dependents, 1, 2, 3, 4. Rows include Name, Birthdate, Relationship, Social Security #, Grade, School Name, School City, K-12 Tuition/Fees, Childcare costs, College Tuition paid, BrightStart contributions, 529 Plan distributions.

Direct deposit my refund (yes or no) Deposit my refund in the same account as last year. If new account - Routing #, Bank name, Account #, Checking or Savings (circle one)

Balance due tax returns can be paid with direct debit from bank account. Are you interested in this option? (yes/no)

Income - Please provide copies of all W-2's and 1099's. Provide Form 1099-B for stock and mutual fund sales. For Rental Income, please complete Supplemental Schedule for Rental or Self-Employment Income (page 3). If you received 1099-Misc or 1099-NEC forms, list related expenses on the Supplemental Schedule for Rental or Self-Employment Income.

Interest Income - From whom? Amount Pensions & IRA Distributions - provide Form 1099R Amount

Dividend Income - From whom? Amount Social Security Income - provide Form SSA-1099 Self \$ Spouse \$ Alimony Received \$ Date divorce finalized or amended

Do you have a foreign bank or investment account? Y or N (If yes, provide statement and include income above)

Did you buy, sell, send, or exchange virtual currency (Bitcoin, Ethereum, etc.)? Y or N

Traditional and Roth IRAs - 2021 Limit is \$6,000. If you are 50 or older, limit is \$7,000.

2021 Traditional IRA contributions **must** be made by 4/18/22 Self \$ _____ Spouse \$ _____

2021 Roth IRA Contributions **must** be made by 4/18/22 Self \$ _____ Spouse \$ _____

Are you covered by an employer retirement plan? Yes/No Self _____ Spouse _____

Did you rollover an amount from an IRA? Self \$ _____ Spouse \$ _____ Attach Form 1099R

Did you convert an amount to a Roth IRA? Self \$ _____ Spouse \$ _____ Attach Form 1099R

TAXES, DEDUCTIONS & CREDITS

Estimated Tax Pmts	Date	Federal	State
1st (due 4/15/21)	_____	\$ _____	\$ _____
2nd (due 6/15/21)	_____	\$ _____	\$ _____
3rd (due 9/15/21)	_____	\$ _____	\$ _____
4th (due 1/18/22)	_____	\$ _____	\$ _____

HSA contributions \$ _____ Attach Form 5498-SA

HSA distributions* \$ _____ Attach Form 1099-SA

*Were all HSA distributions used for medical purposes? Y or N

2021 limits- Self only \$3,600 Family \$7,200

If you are age 55 or older an additional \$1,000 is allowed.

Alimony Paid \$ _____ Recipient's Name _____ SS# _____

Date divorce finalized or amended _____ Address _____

ITEMIZED DEDUCTIONS

Taxes Paid

Primary residence property taxes \$ _____

Other property taxes paid \$ _____

Sales tax vehicle purchases \$ _____

Sales tax major purchases-description _____
\$ _____

Interest Paid

Mortgage interest _____ \$ _____

_____ \$ _____

_____ \$ _____

Refinance points paid _____ Loan years _____

Charitable Contributions - Cash

Name _____ \$ _____

Name _____ \$ _____

Name _____ \$ _____

Contributions over \$250 require a receipt

Medical Expenses

Doctors & dentists \$ _____

Prescriptions \$ _____

Glasses, hearing aids etc. \$ _____

Medical miles driven _____

Medical insurance paid \$ _____

If health insurance acquired on Exchange, provide Form 1095-A

Long term care premiums Self \$ _____

Spouse \$ _____

Noncash Contributions \$ _____

(Description, fair market value, organization name and address must be provided for combined donations over \$500)

Miles driven for charity _____

MISCELLANEOUS CREDITS

Child Care Credit (paid for care of child under 13 which enables you to work) Enter amount paid per child on front page.

Provider Name _____ SSN or FEIN _____

Provider Address _____

College Tuition paid for self or spouse \$ _____ Books/supplies _____ Year in school _____

If tuition is paid for a dependent, fill in the amount and year in school on the front page dependent section. Provide Form 1098-T

Student loan interest \$ _____

Other Miscellaneous Information

Did you sell your house in 2021? ____ If yes, provide closing papers from sale, purchase date and cost of prior residence.

Other information - _____

SUPPLEMENTAL SCHEDULE FOR RENTAL OR SELF-EMPLOYMENT INCOME

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Complete this optional worksheet if you have Rental Income or Self-Employment Income

PROVIDE CLOSING STATEMENT FOR ANY PROPERTIES PURCHASED OR SOLD DURING THE YEAR.

	Property 1	Property 2	Property 3
RENTAL PROPERTIES - address	_____	_____	_____
Rental Income	\$ _____	_____	_____
Expenses:			
Advertising	\$ _____	_____	_____
Auto & travel	\$ _____	_____	_____
Cleaning & maintenance	\$ _____	_____	_____
Commissions	\$ _____	_____	_____
Insurance	\$ _____	_____	_____
Interest	\$ _____	_____	_____
Legal & professional fees	\$ _____	_____	_____
Repairs	\$ _____	_____	_____
Supplies	\$ _____	_____	_____
Real estate tax	\$ _____	_____	_____
Utilities	\$ _____	_____	_____
Other (description) _____	\$ _____	_____	_____
Major repairs & purchases	\$ _____	_____	_____
(provide details on major purchases & repairs)		Were Form 1099's issued to any subcontractors? Y/N	

PROFIT OR LOSS FROM BUSINESS (Non-employee compensation including amounts reported on Form 1099-NEC or 1099-Misc)

Description of Self-Employment - _____	_____	_____
PPP Loan	\$ _____	\$ _____
Total gross income	\$ _____	\$ _____
Costs of Good Sold (if applicable)		
Purchases	\$ _____	\$ _____
Expenses -		
Advertising	\$ _____	\$ _____
Auto expenses	\$ _____	\$ _____
Business # of miles driven	_____	_____
Bank charges & fees	\$ _____	\$ _____
Commissions	\$ _____	\$ _____
Computer/internet	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Interest - mortgage/other	\$ _____	\$ _____
Uniforms/laundry & cleaning	\$ _____	\$ _____
Legal & professional fees	\$ _____	\$ _____
Office supplies, postage & expenses	\$ _____	\$ _____
Outside services	\$ _____	\$ _____
Parking & tolls	\$ _____	\$ _____
Rent or lease - vehicle or machinery	\$ _____	\$ _____
Rent - other business property	\$ _____	\$ _____
Repairs & maintenance	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Taxes and licenses	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Meals - business	\$ _____	\$ _____
Entertainment - other than meals	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Telephone/cell phone	\$ _____	\$ _____
Other (description) _____	\$ _____	\$ _____
Major purchases Desc. _____	\$ _____	Desc. _____ \$ _____
Desc. _____	\$ _____	Desc. _____ \$ _____

(provide details on major purchases & repairs over \$2,500)

Were Form 1099's issued to any subcontractors? Y/N

Square footage of dedicated home office _____
 Total square footage of home _____