

Checklist – 2022

Name & phone _____

For 2021 tax returns. Please circle NA if it does not apply to you. Email (required) _____

- _____
3rd Payment
- Y or N **Required:** Please list the total amount of the **3rd Stimulus Payment** you received.
- Y or N **Required:** Was the stimulus received the correct amount? **3rd Payment: \$1400** for each adult and dependent. If incorrect or none, you may be able to get the Stimulus Payment (called Recovery Rebate Credit) on your 2021 return. The IRS should mail you Form 6475 showing the total amount.
- Y or N **Required:** Did you receive any **Advanced Child Tax Credit** (monthly amounts from the IRS)? If yes, what was the total amount received in 2021? _____ The IRS should mail you Form 6419 showing the total amount.
- Y or N **Required: Any unreported income? CASH WORK, tips, alimony, bartering, foreign income.**
- Y or N **Required:** In 2021, did you receive, sell, send, exchange, or acquire any financial interest in any **virtual currency** (bitcoin, etc.)? If no change in the number of shares in 2021, the answer is NO.
- Y or N In 2021, did you have any financial interest in a **foreign bank or investment account.**
- _____
Required: If you want **direct deposit** of your refund, please provide the following information with your tax package: name of bank, routing number, account number, and whether it is a checking or savings account (**a copy of a check is preferred**). Otherwise, it defaults to a check in the mail.
- _____
Required: Please write the **TOTAL** of **MONETARY CHARITABLE CONTRIBUTIONS** on the line. Monetary donations up to \$600 can now be deducted without itemizing (\$300 for Single filers). For **NON-CASH donations**, please provide **receipts**, the date of each donation, and their value.
- _____
NA **Required:** copy of **Driver's License** if renewed in 2021.
- _____
Forms **W-2, 1099-R, 1098, K-1, 1099-K; Social Security, IRA & 401(k) distributions, any other types of income, Unemployment Compensation, HSA contributions/deductions, gambling winnings & losses.** If you took an **HSA** distribution, how much was it, & was it all used on medical?
- _____
NA **ALL 1099 and 1098 FORMS** (interest, dividends, stock sales, NEC, Misc, mortgage interest, etc).
- _____
NA **Estimated payments** (both federal and state, including **amounts** and **dates paid**).
- _____
NA **All self-employment income and expenses**, equipment bought or sold, with dollar amounts and dates. Business miles & total miles on vehicle for the year. Office in home expenses. PPP or EIDL?
- _____
NA Property tax, mortgage interest, home equity interest (not deductible unless spent on house), points, and **CLOSING STATEMENTS** for **home sale, purchase or refinance**.
- _____
NA **SALE OF INVESTMENTS**, including **COST, proceeds, and dates of transactions** (if you received a **1099-B**, you have a sale). Please ask your broker for cost basis.
- _____
NA Tuition, books, fees from kindergarten to college (**COLLEGE MUST HAVE 1098-T**); student loan interest, Section 529 Plans, or Illinois college plan contributions, distributions, or rollovers.
- _____
NA **Totals** for medical expenses (must exceed 7.5% of income), including **health insurance premiums** (not pre-tax), miles, long term care premiums, and **Form 1095-A** if you had an **Obamacare** subsidy.
- _____
NA **Child care expenses** (includes pre-school & day camp) and **provider's SS # or EIN** and address.
- _____
NA Other: **change in dependents**, anyone else you support, **energy credits** on home, large **sales tax**.