

Checklist of Items needed to do your 2021 tax return.

Check all items that pertain to your 2021 taxes, gather required information and/or supporting documents, and drop off/mail/e-mail...include this checklist.

- _____ Signed/Dated Engagement Letter...we need before we can start on your tax return...see attached.
- _____ All W-2's forms from all employers.
- _____ All 1099's forms for Interest/Dividend.
- _____ All 1099's for Stock, bond and/or brokerage statements.
- _____ All K-1's you received showing income/loss from partnerships, S-corporations, estates or trusts.
- _____ Any 1099-G form for Unemployment— (Get this information at the WI DWD website).
- _____ All 1099-R form for retirement/pension/IRA/Annuities etc. distributions.
- _____ All SSA-1099 Forms for Social Security benefits received.
- _____ All 1099-G form for Gambling Winnings.
- _____ All 1098-E Forms for Student Loan Interest Statements. (You most likely need to go on-line to print these.)
- _____ Any forms or paperwork for Disability Income you may have received.
- _____ Information regarding any payment for Jury Duty.
- _____ Information if you paid or received Alimony.
- _____ Information if you were a teacher and had educator expenses. (Just need to know total amount you paid.)
- _____ Any paperwork regarding sale of real property you owned such as seller's statement and/or 1099-S.
- _____ Any paperwork regarding purchase of real property such as buyer or closing statement.
- _____ IRA/SEP/SIMPLE Contributions you made that were not thru your employer.
- _____ Did you make a withdrawal from an IRA for COVID related reasons?
- _____ HSA (Health Savings Accounts) you contributed to or took distributions from. Form 1099-SA
- _____ Total amount Property Taxes paid in 2021 \$ _____. Attach receipts.
- _____ If you receive Farmland Preservation Credits...Need Property Tax Bills mailed to you in December of 2021.
- _____ 1098 Form for Mortgage Interest paid in 2021...only if you itemize deductions.... see attached.
- _____ Medical Dental Expenses paid in 2021.... only if you itemize deductions.... see attached.
- _____ Charitable Contributions paid in 2021...—see attached.
- _____ Stimulus payment amount your family received (\$1400 individual checks sent out due to COVID19.)
- _____ Monthly advanced child tax payments received—include Letter 6419 the government mailed to you January of 2022. (NOTE: If you are co-parenting a dependent that you claim every other year, you may have to pay back this amount if that dependent was claimed 2020 tax return but not on your 2021. The parent who claims the child on their 2021 tax return is entitled to the monthly advanced child tax payment for 2021.)

Continued on Back Side

- _____ Estimated Tax Payments made for 2021.... see attached.
- _____ Day Care Expenses...see attached.
- _____ Rent Paid for Personal Resident.... see attached.
- _____ All 1098-T, 1099-E, 1099-Q and billing summary for Post High School Education...see attached.
- _____ Private School Tuition Grades K-12.... see attached.
- _____ Copy of you and/or your spouse's Driver's License, if renewed in 2021.
- _____ 1095-A form for Health Insurance Paid through the ACA (Obama Care).
- _____ Contributions or Distributions from Edvest or Tomorrow's Scholar college savings plan.
- _____ Any notices you received from the IRS or State of Wisconsin during the year.
- _____ Information regarding any bankruptcy, foreclosure, repossession of property, or relief from debt.

Circle Yes or No for the following Questions.

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|--|-----|----|
| Did your Marital Status Change during the year? | Yes | No |
| Did your address change during the year? | Yes | No |
| Were there any changes in your dependents this year? | Yes | No |
| Did you buy any merchandise from out-of-state for
which you did not pay sales tax? | Yes | No |
| Did you any time in 2021 receive, sell, send, exchange or
otherwise acquire virtual currency (example: bitcoin) | Yes | No |
| If a farmer, do you intend to use Farm Optional Method
of self-employment, if qualify? Cost=\$833 | Yes | No |

Do you want your tax payment or refund directly withdrawn/deposited? Yes No
If yes complete following items:

Financial Institution Name: _____ Checking or Savings? _____

Routing # _____ Account # _____

Please PRINT you and your spouse (if married) name and address below.

Taxpayer Phone Number: _____ **Spouse Phone Number:** _____

Best E-mail for correspondences: _____

Dependents (Children & Others) Complete only if there are changes from last year.

Dependent's Name	Relationship to you.	Date of Birth	Social Security #	Months Lived With You	Disabled?	Full-Time Student?	Gross Income

List the \$ for expenses listed. Please list only personal expenses not expenses for your business.

Medical/Dental Expenses Paid by You	List Dollar Amount
a) Prescription Medications	
b) Medical Insurance premium paid by you (out of pocket). Do not include premiums taken off your payroll check pre-tax.	
c) Long Term Care Insurance. Break out separately yourself and your spouse.	
d) Fees for doctors, dentist, etc.	
e) Fees for hospitals, clinics, etc.	
f) Lab and x-ray fees.	
g) Eyeglasses and contact lenses	
h) Mileage (list number of miles)	
i) Other Medical/Dental expenses.	

Interest Paid--Attach any 1098-Int or supporting documents.	List Dollar Amount
a) Mortgage Interest	
b) Home Equity Loan Interest: Used for home improvements? circle YES or NO	

Estimated Tax Payments for 2021	Federal Amount Pd	State Amount Pd
April 15, 2021 Payment		
June 15, 2021 Payment		
September 15, 2021 Payment		
January 15, 2022 Payment		

Charitable Contributions	List Dollar Amount
a) Church	
b) United Way	
c) Telethons/Heart, Lung Cancer Etc.	
d) Other	
e) List Non-cash Contributions--example: Goodwill/Salvation Army Etc.	
f) List number of volunteer miles driven not reimbursed for.	

Day Care Expense--Attach supporting documents.		
	Provider 1	Provider 2
Name:		
Street Address:		
City, State, Zip		
SSN or EIN		
Amount Paid		

Rent Paid for Personal Residence			
Amount per Month	Date From:	Date To:	Heat Included?
			Yes / No
			Yes / No

Post High School Education--Attach 1098-T, 1099-E, 1099-Q and billing summary.			
Bring in documentation to support any post high school tuition, books and fee expenses paid for any family member in 2019. If 529 or Ed IRA funds were used, also provide expenses for tuition, books, supplies, room and board.			
Student's Name	Name of College	Type of Expense: Tuition, Books Etc.	Amount Paid

Private School Tuition Grades K-12			
Bring in documentation to support any grade K-12 private school tuition, books and fee expenses paid for any dependent in 2019. Tuition, books, and fees must have been paid directly to the school.			
Student's Name & Grade	Name of School & Federal ID#	Type of Expense: Tuition, Books Etc.	Amount Paid

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QUESTIONS FOR YOUR TAX PREPARER:

Help Us help the environment! Instead of paper, receive your tax return as a PDF document! We will send your return electronically via our secured & encrypted email.

Check Yes to receive your tax return as a pdf electronically. Provide email on front page.