

2021 TAX CHECKLIST & QUESTIONNAIRE

Please check here if all names, SSN, DOB, etc. (all grayed boxes) stayed the same in 2021.

Name:	SSN:	DOB:	Occupation:
Primary Taxpayer:			
Secondary Taxpayer:			
Current Mailing Address:	Primary Phone:	Cell Phone:	Other:
	Primary Email Address:		
	Secondary E-mail Address:		

To e-file your tax returns, please provide proof of identity (driver's license or state-issued photo ID).

Expected Filing Status at the end of 2021:	Other Information:	Primary:	Secondary:
<input type="checkbox"/> Single	Are you blind or disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Married	Are you a full-time student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Married filing separately	\$3 Election campaign fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Widowed	Did you file taxes in 2019?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Head of Household			

Did your marital status change due to divorce, separation, death of a spouse, etc. in 2021? Yes No

Can you or your spouse be claimed as a dependent on someone else's tax return? Yes No

If so, have you or your spouse been claimed as a dependent on someone else's tax return? Yes No

Did you move or did your address change during the year? Yes No

Were you, your spouse, or any dependents a victim of identity theft? Yes No

Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)? Yes No

If "Yes," provide Notice CP01A from the IRS.

DEPENDENT / QUALIFIED CHILDREN:

Name:	SSN:	Birthdate:	Age:	Relationship:	Mos. In Home:	College Student:	Gross Income:
						Yes / No	
						Yes / No	
						Yes / No	

Did you receive the advanced Child Tax Credit (July – December) from the IRS in 2021? Yes No

If "Yes," provide IRS Letter 6419 you received from the IRS or bank statements to verify the amount.

Did you pay any qualified childcare expenses to a licensed daycare provider during 2021? Yes No

Did you provide over half the support for any other person during 2021? Yes No

Can another person QUALIFY to claim any of your dependents in 2021? Yes No

Do you have any dependent children who must file a 2021 Federal or State tax return? Yes No

As a courtesy, dependent children's tax returns are prepared free of charge.

Covid-19 Implications:

Did you receive the 3rd Economic Impact Payment (\$1,400/person) in 2021? Yes No

If "Yes," provide IRS Notice 1444-C you received from the IRS or bank statements to verify the amount.

If you own a farm or business, did you receive a Paycheck Protection Program (PPP) loan? Yes No

If "Yes," was the loan forgiven or have you applied for forgiveness in 2021? Yes No

Did you elect to defer taxes on a retirement account distribution taken in 2020 due to Covid-19? Yes No

Did you take Family Medical Leave to care for a family member with Covid-19 in 2021? Yes No

TAXABLE INCOME: (Please check "✓" all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Wages, salary, tips, etc. (W-2s) | <input type="checkbox"/> Alimony received / paid |
| <input type="checkbox"/> Disability income (W-2) | <input type="checkbox"/> Business or hobby income / loss (Schedule C) |
| <input type="checkbox"/> Tips <u>not</u> reported on W-2s | <input type="checkbox"/> Gains on investments, land, etc. (1099-COMP) |
| <input type="checkbox"/> Lyft, Uber, Airbnb, VRBO, etc. (1099-MISC or K) | <input type="checkbox"/> Rental property income (Schedule E) |
| <input type="checkbox"/> Taxable Interest (1099-INT , Bank Statements) | <input type="checkbox"/> Partnership income (K-1) |
| <input type="checkbox"/> Stock or mutual fund dividends (1099-DIV) | <input type="checkbox"/> Estate income (K-1) |
| <input type="checkbox"/> IRA withdrawals, rollover, or transfer (1099-R) | <input type="checkbox"/> Unemployment (1099-G) |
| <input type="checkbox"/> Pension income (1099-R) | <input type="checkbox"/> Gambling / lottery winnings (W-2G) |
| <input type="checkbox"/> Annuity income, payments, or transfer (1099-R) | <input type="checkbox"/> Payments from education accounts (1099-Q) |
| <input type="checkbox"/> Social Security Benefits (1099-SSA) | <input type="checkbox"/> Jury duty income |
| <input type="checkbox"/> Cancellation of debt (1099-C) | <input type="checkbox"/> Other: _____ |

ADJUSTMENTS TO INCOME: (Please check "✓" yes or no to each question)

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|--|------------------------------|-----------------------------|
| Did you incur any expense as a direct result of teaching (Educator Expense Deduction)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you own a Health Savings Account (1099-SA) individually or through work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you move as a member of the Armed Forces in 2021 (Moving Expense Deduction)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you contribute to a SEP , SIMPLE or other self-employed qualified plan in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you withdraw funds from an IRA, 401(k), etc. prior to 59½ (Early Withdrawal Penalty)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you pay alimony (Alimony Adjustment)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you contribute to an Individual Retirement Account (IRA) or Roth IRA in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you pay interest on a student loan (Student Loan Interest Deduction)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you receive a Health Insurance Marketplace Statement (1095-A) in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you pay estimated taxes in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, amount paid: 1 st Quarter: Fed: _____ St: _____ 3 rd Quarter: Fed: _____ St: _____ | | |
| 2 nd Quarter: Fed: _____ St: _____ 4 th Quarter: Fed: _____ St: _____ | | |

TAX CREDITS & MISC.: (Please check "✓" yes or no to each question)

- | | | |
|---|------------------------------|-----------------------------|
| Did you sell, purchase, or refinance your primary residence in 2021 (1099-S)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you install a geothermal, solar, or wind energy system to your primary residence in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you make energy efficiency improvements to your primary residence in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, please list the amount of Lifetime Limitation used (if any) prior to 2021? \$ _____ | | |
| Did you adopt a child in 2021 or have adoption credit carried over to 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you pay education tuition and fees for you, your spouse or dependent child in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, please provide your Tuition Statement (1099-T), receipts for books, etc. | | |
| Did you at any time during 2021 receive, sell, send, exchange, or acquire any financial interest in any virtual currency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you pay any foreign income or investment tax? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you contribute to a 401(k), 403(b), Simple IRA or other company retirement plan in 2021? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

ITEMIZED TAX DEDUCTIONS: (Please check "✓" all that apply)

Please note that the standard deduction for 2021 is \$12,550 for single filers and \$25,100 for joint filers under age 65.

- Medical and Dental Expenses (> 7.5% AGI)
Health Insurance / Medicare
Long-Term Care Insurance
State and Local Taxes
New Motor Vehicle or Boat Sale Tax
Real Estate Property Taxes
Home Mortgage Interest / Points Paid
Mortgage Insurance
Donations to Charity (Documented)
Casualty or Theft Losses
Other:

Did you itemize your tax deductions last year?
Did you any cash gifts to a charity (Documented) in 2021?

WI STATE RETURN: (Please check "✓" yes or no to each question)

- Did you purchase / renew a WI special tax-deductible license plate in 2021?
Did you purchase (through internet, etc.) items where WI sales tax is due but not paid?
Did you work in or receive income from a state other than WI?
Did you pay state income tax to a state other than WI in 2021?
Did you pay rent in 2021?

Heat included:
Heat not included:

- Did you pay WI state property tax for anyone other than yourself?
Did you receive the WI Homestead Credit in 2020 or expect to receive it in 2021?
Did you contribute to WI's 529 college savings program (Tomorrow's Scholar or EdVest)?

OTHER: (Please check "✓" yes or no to each question)

- Were you ever audited or received any correspondence by the IRS?
Were you ever delinquent in paying your taxes or ever modified your tax return after it was filed?
Do you have children with investment income greater than \$2,200 (Kiddie Tax)?
Did you or your spouse make or receive gifts of over \$15,000 in 2021?
Did you turn 72 prior to December 31st of 2022 (RMD)?
Do you want direct deposit of your refund?

If "Yes", please provide CANCELED CHECK or deposit slip.

2021 TAX PLANNING: (Please check "✓" yes or no to each question)

- Do you plan to enroll in the Affordable Care Act health exchanges 2021?
Do you expect your income, withholdings or other financial to change in 2022?
Will you file bankruptcy, have any lender forgive / cancel debts (credit cards, etc.) in 2022?
Do you and / or your spouse plan to retire or have significant life / income changes in 2022?
Do you expect to undergo any major-medical expenses in 2022?
Do you expect to file bankruptcy, foreclose, or have any debt forgiven or cancelled in 2022?
Will any dependent children turn 17 and NOT be entering college or vocational school in 2022?
Will you turn 72 prior to December 31st of 2022? (RMD)

Notes:

REQUIRED DOCUMENTATION NEEDED TO COMPLETE YOUR TAX RETURNS:

- Four red checkboxes with blank lines for documentation.