

Child and Dependent Care:

Child and Dependent Care provider information

Name	Address	Phone Number	SSN or EIN	Amount Paid

Tuition & Fees paid for higher education (American Opportunity and Lifetime Learning Credits):

Yes - attach 1098-T

Foreign Income and/or Foreign Accounts:

Yes - attach detail of type foreign tax and foreign accounts in foreign country and whether "withheld" or paid direct

2021 Estimated Tax Payments:

Yes - attach details of payments & dates

Federal

State

Itemized Deductions - please provide or list the following amounts paid in 2021:

Medical and Dental	Amount	
Out of pocket costs for prescription medicines, drugs, insulin, doctors, dentists, nurses, and medical and dental insurance premiums (including Medicare B) paid in 2021 (reduce any insurance reimbursements):		<input type="checkbox"/> Yes
Transportation and lodging incurred to obtain medical care		<input type="checkbox"/> Yes
Other - hearing aids, eyeglasses, medical devices, etc.		<input type="checkbox"/> Yes

Taxes Paid in 2021	Amount	
State and local income taxes (other than 2021 estimated taxes)		<input type="checkbox"/> Yes
Real estate taxes		<input type="checkbox"/> Yes
Personal Property taxes (includes owners tax on auto registration)		<input type="checkbox"/> Yes

Interest Paid in 2021	Amount	
Home Mortgage interest paid to financial institutions		<input type="checkbox"/> Yes
Home Mortgage interest paid to individuals		
Name: _____ Address: _____		<input type="checkbox"/> Yes
Points paid on [] purchase [] refinance (include details)		<input type="checkbox"/> Yes
Investment Interest		<input type="checkbox"/> Yes
Student Loan Interest		<input type="checkbox"/> Yes

Charitable Contributions Yes - attach documentation and/or forms

Casualty and Theft Loss Yes - attach documentation and/or forms

Miscellaneous Deductions

Employee business expenses	Amount
Reimbursed	
Not Reimbursed	
Job Hunting expenses	

Yes - attach details

Other expenses	Amount
Tax Preparation	
Union Dues	
Professional Dues/Fees	
Safety Deposit Box Rental	
Uniforms & Cleaning	
IRA Custodial fees	
Investment Expenses	
Education Expenses	
Gambling losses	

Yes - attach details

Adjustment to Income:

	Amount
Taxpayer IRA deduction	
Spouse IRA deduction	
SEP IRA deduction	
Penalty for early withdrawal of savings	
Alimony paid - list name and SSN	

Yes - attach documentation
 Yes - attach documentation
 Yes - attach documentation
 Yes - attach documentation
 Yes - attach documentation

Addition or Disposition of Fixed Assets:

If you have added or disposed of any fixed assets used in trade or business or rental or farm activities, please provide the following:

Addition Disposition

Description	Date acquired/Date of disposition	Cost(&trade in, if any)/ amount realized	Depreciation method/ Accumulated depreciation

Automobile Use in 2021

*Commuting mileage must not be added to business mileage

*A log which details mileage driven for business purposes should be kept to justify the write off for the expense in the event of an audit

Car #1

Make	
Model	
Year	
<i>If the vehicle is being used by the owner, please provide the following information</i>	
Date of Purchase	

For Period of 01/01/2021 - 12/31/2021	Amount
Business Mileage	
Moving Mileage	
Charitable Mileage	
Total Mileage (including personal)	

Yes - attach details

Total Purchase Price	
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Car #2

Yes - attach details

Make	
Model	
Year	
<i>If the vehicle is being used by the owner, please provide the following information</i>	
Date of Purchase	
Total Purchase Price	

For Period of 01/01/2021 - 12/31/2021

Amount

Business Mileage	
Moving Mileage	
Charitable Mileage	
Total Mileage (including personal)	

Lease of Car #1

Yes - attach details

Fair Market Value or Capitalization of the car on the 1st Day of lease agreement	
Term of lease	
Number of payments	
Number of days the car was leased in 2021	
Percentage of business use	
Business or work the car was used in	
Amount of expenses reported by you to your employer on Form W2	

Lease of Car #2

Yes - attach details

Fair Market Value or Capitalization of the car on the 1st Day of lease agreement	
Term of lease	
Number of payments	
Number of days the car was leased in 2021	
Percentage of business use	
Business or work the car was used in	
Amount of expenses reported by you to your employer on Form W2	

Business related expenses

Yes - please attach Profit & Loss statement along with your Balance Sheet

Here are a list of possible expenses. You may have some expense categories that are not listed below. Feel free to create your own expense categories if necessary. Total amounts for each category is needed.

	Amount		Amount
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Advertising		Licenses	
Bad debts from sale or services (for accrual accounting only)		Entertainment	
Bank Fees on Business accounts		Office Expenses	
Car and Truck Expenses		Payroll Taxes	
Commissions and Fees		Pension and Profit-sharing plans	
Cost of Goods Sold		Reimbursements	
Depreciation		Rent or Lease	
Dues for Trade associations and other not-for-profit, business-related organizations		Repairs and maintenance	
Education & Seminars		Services performed by independent Contractors	
Employee Benefits		Supplies and Materials (not include in cost of goods sold)	
Gifts to customers, suppliers, etc.		Telephone Expense	
Insurance (Casualty and Liability)		Travel Expenses	
Interest		Utilities (gas, water, electricity)	
Legal and Accounting services		Wages of employees	
Meals (Business)			
Office Expenses			
Payroll Taxes			

Business Use of Home:**Do you use any part of your home regularly and exclusively for business?** Yes - attach or provide details

Description of work done in home office	
Description of work done outside of work office	
Total area of home (Sq. Ft)	
Total area of home used regularly for business (Sq. Ft)	
Home Insurance	
Repairs and maintenance	
Utilities (gas, electricity, water)	
Rent	
Other	

Other Questions:

Did your principle residence (and second residence, if any) loan(s) exceed the fair market value of the residence?

 Yes - attach details

Do you have a balance borrowed against a home(equity line of credit) in excess of \$100,000.00 or total mortgage indebtedness in excess of \$1,000,000.00?

 Yes - attach details

Did you exercise any stock options?

 Yes - attach details

Did you purchase, sell, or own any bonds you paid more or less than the face amount?

 Yes - attach details

Did you sustain any non-business bad debts?

 Yes - attach details

Did you or your spouse make any gifts in excess of \$13,000 to any donee?

 Yes - attach details

Were you the recipient of, or did you make a "below-market" or "interest-free" loan?

 Yes - attach details

Do you have a child under the age of 18 as of December 31,2021 who has earned an income(interest, dividends, etc.) of more than \$950?

 Yes - attach details

Please provide legal papers for adoption, divorce, or separation involving custody of your dependent children.

 Yes - attach details**Change of Residency during 2021**

If you have changed your residency in 2021, please provide the following:

Previous Address	Date of Move	Distance (miles)	Costs of move

 Yes - attach documentations**Sale of your primary residence during 2021**

If you have sold your primary residence in 2021, provide a copy of the closing statement of the sale and a copy of the closing statement at the time of your purchase, details of any capital improvements you made during the time you owned the property, and any expenses of sale incurred by you. If you have purchased a replacement property, indicate the cost and the date acquired.

If you have previously sold a residence, provide a copy of Form 2119 from your tax return for the year of sale

 Yes - attach documentations

Settlement of Notices/Settlement of Tax examinations

If you or your spouse settled any notices or settled any tax examinations concerning your prior tax years' returns, please provide copy of notices, settlement reports, etc.

Yes - attach documentations

Yes - attach documentations

Direct Deposit for Tax Refunds or Automatic Withdrawal for Tax Payments:

If you would like tax refund(if any) deposited directly into your bank or if you would like automatic withdrawal for tax payments, please provide the following:

Yes - for direct deposit/automatic withdrawal

Account Type:	Name of Bank:	Account Number:	Routing Number:
<input type="checkbox"/> Savings <input type="checkbox"/> Checking			

2020 Tax return

If we have not previously prepared your tax return - please provide a copy of your 2020 tax return.

Check here if you wish \$3 to go to the Presidential Election Campaign (Tax Amount not affected)

Forms & Documentations

*please bring the following forms and/or documents with you when you come to the office.

W-2 Forms	for wages and gambling winnings	CREDITS:	
1099 Forms	for Interest, Dividends, Stock Transactions, Real Estate Sales, and Miscellaneous Income	Hybrid Vehicles	Manufacturer certificate (limited by model)
1099-R Forms	for Pension and IRS Distributions	Mortgage Interest Credit	Mortgage Interest Certificate
1099-G Forms	for Unemployment Compensation received	Child & Dependent Care Credit	Qualifying expenses
K-1 Forms	for Partnerships, S-Corporations, Estates and Trusts	Education Credits	1098-T and cost of books
1098 Forms	Interest Paid on Mortgage	Wind & Geothermal Energy	Receipts for qualified property
1098-E Forms	Interest Paid on Student Loans	Adoption Credit	Receipts for qualified expenses
1098-T	for tuition payments	Energy Credit	Receipts for energy efficient costs
1099-C	for Cancellation of Debt		
SSA- 1099 Forms	for Social Security Benefits received		
RRB-1099 Forms	for Railroad Retirement Benefits received		
Real Estate Sales/ Purchases	Closing Statements		
Contract for Deed	Name, Address, and Social Security Number Information		
Refinancing	Loan Closing Statements		
Any Tax Notices	from the Internal Revenue Service or Franchise Tax Board for California or any other State Tax Notices		