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For Tax Year 2021 - Make sure to provide Letter 6475 from IRS showing amount of stimulus and Advance Child Tax Credit you received!!

It is a pleasure for us to assist you with your taxes. We have prepared this organizer as a checklist to help gather the information needed to properly prepare your tax returns. Per IRS regulations, it is necessary that you provide us with all tax documents you have received. Please include them when you return this organizer to us.

Name and address:	Check if being claimed as a dependent on another return <input type="checkbox"/>	Cell Phone _____
Taxpayer _____		Work Phone _____
Spouse _____		Occupation - Taxpayer _____
Address _____		Occupation - Spouse _____
		E-mail address _____

Additional Info For You & Dependents:		U.S.	Disabled
	Check if Same as last year <input type="checkbox"/>	Citizen	or Blind
Name _____	Soc. Sec. # _____	Y/N _____	D/B _____
Taxpayer _____			
Spouse _____			
Dep. 1 _____			
Dep. 2 _____			
Dep. 3 _____			

IMPORTANT INFORMATION: (FILL OUT ALL BELOW INFORMATION EVERY YEAR)

1. IRS Due Diligence Requirements: (check all of the following that apply, and see instructions)

- You were single, **and** had a dependent living with you during the tax year (fill out page 4 HOH)
- You, your spouse, or your dependent attended college during the tax year (fill out page 4 AOTC)
- You're claiming a child (under age 17 at end of the tax year) as a dependent (fill out page 4 CTC)
- You're claiming someone other than a child under age 17 as a dependent (fill out page 4 ODC)

2. Deductions: (do not include contributions made through employers or your own business)

- Were contributions made to a Colorado 529 plan? (Enter Total) \$ _____
- Was an HSA contribution made? **Taxpayer, Spouse, or Both?** (T, S, or B) _____ \$ _____
- Was a Traditional IRA contribution made? (Attach Form 5498) (T, S, or B) _____ \$ _____
- Was a Roth IRA contribution made? (Attach Form 5498) (T, S, or B) _____ \$ _____
- Was any student loan interest paid? (Attach Form(s) 1098-E) (T, S, or B) _____ \$ _____

3. Annual Questions:

- | | | |
|--|------------|-----------|
| | <u>Yes</u> | <u>No</u> |
| • Did your name or marital status change during the tax year? | | |
| • Did you receive Advance Child Tax Credit payments from July - Dec. in 2021? | | |
| • Did you have financial interest or signature authority over a foreign financial account, or have any involvement with a foreign trust during the tax year? | | |
| • Did you have any involvement with a virtual currency (Bitcoin, Ethereum, Ripple, Bitcoin Cash, EOS, etc.) during the tax year? | | |
| • What was the total amount of your 3rd Economic Impact stimulus Payment? (Should have been \$1,400 per person if you qualified for full amount) | | \$ _____ |
| • Do you want any refunds directly deposited into your bank account? | | |

If yes- Bank Name _____ Account Type _____
 Account No _____ Routing No _____

INCOME: (you do not need to fill out information for which you've provided tax forms)

WAGE, PENSION & UNEMPLOYMENT INCOME (Attach All Forms W-2, 1099R & 1099G):

Employer's Name	Gross Income	Federal Withholding	State Withholding	City W/H
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INTEREST INCOME (Attach Forms 1099-INT): **DIVIDENDS** (Attach Forms 1099-DIV):

Name of Payer	Amount	Name of Payer/Amts	1a	1b	2a
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SALE OF REAL-ESTATE, STOCKS OR OTHER PROPERTY (Attach Forms 1099-B)

Description	Date Purchased	Date Sold	Sales Price	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER INCOME OR RECEIPTS:

State Income Tax Refund: (attach 1099-G) State _____ Amount \$ _____
Alimony Received: \$ _____ Alimony Paid \$ _____ Date of Divorce _____
Health Savings Account Distributions: \$ _____ All used for medical expenses? _____
Social Security received by: Taxpayer \$ _____ Spouse \$ _____
Gambling income: (attach W-2G) \$ _____ Gambling Losses \$ _____
Your Own Business (attach Profit or Loss Worksheet) _____
Rental Properties (attach Rental Property Schedules) _____
S-Corps or Partnerships (attach Forms K-1) _____
Other Income: _____

ESTIMATED TAX & EXTENSION PAYMENT (please list dates & amounts)

Carryforwards of prior year overpayments: Federal \$ _____ State \$ _____

Date	Federal Amt.	State Amt.	Date	Federal Amt.	State Amt.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Any payments made with extensions? Federal Amt \$ _____ State Amt \$ _____

ITEMIZED DEDUCTIONS: (only applies if more than the standard deduction below)

- **Married Filing Jointly** - standard deduction of \$25,100
- **Head of Household** - standard deduction of \$18,800
- **Single / Married Filing Separately** - standard deduction of \$12,550

MEDICAL EXPENSES: (Sum up on amount categories below. Do Not Provide Receipts)

- deduction limited by 7.5% of Adjusted Gross Income - (For Example: if your AGI is \$100,000, then the first \$7,500 of medical expenses will not be deductible)

	<u>Amount</u>		<u>Amount</u>
Drugs/Prescriptions	_____	Dental	_____
Doctors' Services	_____	Vision	_____
Chiropractic Services	_____	Long-Term Care	_____
Medical Insurance Premiums	_____	Medicare Premiums	_____
Use of auto for medical purposes (Number of miles): _____			

TAXES PAID: (\$10,000 maximum deduction for this category, \$5,000 if Married Filing Separately)

State Tax Withheld (on W-2's/1099-R's): _____

Real Estate Taxes: _____

Auto Ownership Tax ("OWN TAX"): _____

Sales Tax Paid on Major Purchases: _____

INTEREST PAID ON PERSONAL RESIDENCE (or 2nd HOME or FOR INVESTMENT PURPOSES):
(provide form 1098)

<u>Mortgage Interest Paid to:</u>	<u>Amount</u>	<u>Mortgage Insurance Paid</u>	<u>Points Paid</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHARITABLE CONTRIBUTIONS: (Record even if not itemizing - deductible for state)

<u>To Whom:</u>	<u>Amount</u>	<u>To Whom:</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL ITEMIZED: _____

CREDITS:

Electric Vehicle Credit (attach IRS letter certifying vehicle from dealer): VIN # _____
Year, Make & Model of Vehicle _____ Purchased New? _____

Residential Energy Credit: Type of Improvement _____ Cost \$ _____
Complete Address of Installation _____ Ever received this credit before? _____

Child Care Credit: If you incurred child care expenses which enabled you to be employed or a full time student, list the following:

<u>Name of childcare center/person</u>	<u>Address</u>	<u>ID Number</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____

DUE DILIGENCE WORKSHEET: Answer all questions applicable to the boxes checked on page 1

HOH (HEAD OF HOUSEHOLD) FILING STATUS:

- What is the name of your qualifying dependent(s)? _____
- Did you provide more than half of his/her/their total support for the tax year? _____
- Did he/she/they live with you for more than half of the tax year? _____
- Did you pay more than half of the expenses to keep up your household during the tax year? _____
- Did you receive any non-taxable support during the tax year? (explain): _____
- Have you ever been married? _____ Are you currently married? _____
- If divorced, could you supply a divorce decree or separation agreement showing legal separation, dissolution, or termination of marriage as of the end of the tax year if requested by the IRS? _____
- Has your Head Of Household status ever been disallowed? (you would have been contacted by the IRS) _____

AOTC (AMERICAN OPPORTUNITY TAX CREDIT): Attach Form 1098T (can be found in the student portal)

- Student's name _____ U.S. citizen? _____ Full time student? _____
- Is the student claiming him/herself, or being claimed as a dependent on another tax return? _____
- Were all education expenses incurred during the tax year actually paid in the tax year? _____
- Were any education expenses paid with tax free scholarship, grant, employer provided education assistance, or VA benefits? _____ How much? _____
- If the student withdrew from classes, did the taxpayer receive a refund for education expenses? _____
- Did the student provide more than half of his/her support for the year? (rent, car payments, school, etc.)? _____
- Has the student ever been convicted of a felony for possessing or distributing a controlled substance? _____
- In how many prior years has the American Opportunity Tax Credit been claimed for this student? _____
- Has your AOTC ever been reduced or disallowed? (you would have been contacted by the IRS) _____

CTC (CHILD TAX CREDIT): Eligible children are U.S. citizens with social security numbers; under the age of 17 (at the end of the tax year); that lived with the taxpayer more than half of the tax year; did not provide more than half of their own support; are not filing their own joint returns; and for whom you could provide birth certificates for.

- Has your Child Tax Credit ever been reduced or disallowed? (you would have been contacted by the IRS) _____
- How much Advance Child Tax Credit did you received from the IRS in July - December 2021? \$ _____

1. Child's name _____ Blood related to both taxpayer and spouse? _____
If not, explain: _____
Can this child be claimed as dependent by any other person? _____
2. Child's name _____ Blood related to both taxpayer and spouse? _____
If not, explain: _____
Can this child be claimed as dependent by any other person? _____

ODC (Other Dependent Credit): Eligible dependents are U.S. citizens with social security numbers; for which you provided more than half of their support for the tax year; and who could not be dependents of any other person for the tax year. (includes your children, who at the end of the tax year were age 17; or under age 24 and a full time student for 5 or more months during the tax year; or any other person that lived as a member of your household if the relationship didn't violate local law).

- Has your ODC ever been reduced or disallowed? (you would have been contacted by the IRS) _____
1. Other dependent's name _____ Relationship _____
Did he/she have income less than \$4,150 for the tax year (don't count welfare or non-taxable Soc. Sec. benefits)? _____
Is he/she filing a joint return for tax year? _____
 2. Other dependent's name _____ Relationship _____
Did he/she have income less that \$4,150 for the tax year (don't count welfare or non-taxable Soc. Sec. benefits)? _____
Is he/she filing a joint return for tax year? _____