

Names _____

MCLR FINANCIAL CENTER 2021 TAX DATA CHECKLIST

Please indicate the best way for us to contact you

- Cell phone _____ Home _____ best times: _____
 e-mail _____ Work _____ best times: _____

Please answer the following questions, and provide explanations or documents referenced:

1. How much were your **Stimulus Payments** (up to \$1400 each)? Please include Letter 6475. \$ _____
2. How much in **Advance Child Tax Credit Payments** did you get? Please include Letter 6419. \$ _____
3. Were you, your spouse, or a dependent diagnosed with COVID-19, or did you experience financial hardship due to COVID-19 (e.g. reduced wages or self-employment income due to quarantine, furloughed or laid off, reduced hours, or lack of childcare)? (Please describe your situation, including dates.) Yes No
4. Did you receive any **letters** from the IRS, etc. about any of your tax returns? (Provide copies.)..... Yes No
5. Did you or your spouse receive an Identity Protection PIN (IP PIN) from the IRS? (We need it!)..... Yes No
6. Are there any changes in your name, address, marital status, or dependents you can claim? Yes No
7. Are you claiming a dependent that did not live with you for the entire year? How many days? _____. Yes No
8. Is there anyone else who might claim a dependent of yours as their own? Not Applicable Yes No
9. Did anyone live with you or your children that is not named on your return? Yes No
If yes, please explain how is he/she related and how long he/she lived with you or your children?
10. Can **you** be claimed as a dependent on another taxpayer's return? Yes No
11. Did you purchase health insurance through the "Marketplace"? (Please bring all Forms 1095-A.) ... Yes No
12. Did you **buy, sell, refinance or transfer** a home? (Please bring the closing papers.) Yes No
13. Do you have proof of all **charitable contributions, and acknowledgements** for any over \$250? Yes No
14. Did you have any transactions with "**virtual currencies**"? (e.g. Litecoin, Bitcoin Cash) Yes No
(**Every** time you spend or exchange virtual currency, there is a capital gain/loss to report!)
15. Did you have an interest in, signature authority, or POA for someone with any **foreign accounts**? Yes No
Did their total value (including virtual currencies) exceed \$10,000 at any time in 2021? Yes No
16. Did you have any relationships with foreign corporations or foreign-owned U.S. corporations? Yes No
17. Do you or your spouse have any kind of pension, profit sharing, 401(k), IRA, TSA, or Keogh? Yes No
If yes, were you or your spouse at least 72 years of age on December 31st? Yes No
18. Did you or your spouse receive stock options as part of your compensation? Yes No
19. Did you sell items on the internet (e.g. Ebay, Etsy, etc.) for more than you paid to buy or make? ... Yes No
20. Did anyone pay you or your spouse to use your home, car, or other property? Yes No
21. Did you or your spouse sell a vehicle for more than you paid (or after writing off depreciating)? Yes No
22. Did you or your spouse provide transportation or other services other than as an employee? Yes No
23. Did you or your spouse receive payment for goods or services other than in cash? (e.g. barter) Yes No
24. Would you like any available refund to be **direct-deposited** to your bank account? Yes No
If yes, has your banking information changed at all? (If so, provide your new information.) Yes No
25. Would you like to pay your tax balances by direct debit? (If so, provide your bank information.) Yes No
26. Did you or your spouse make gifts totaling \$15,000 or more in 2021 to any one recipient? Yes No
27. Do you expect significant changes in your tax situation (e.g. filing status, income) in 2022? Yes No

REQUIRED FOR NEW CLIENTS: We need your 2018–2020 Tax Returns PLUS THE FOLLOWING TO START!

1. We **MUST** have copies of your **social security card** and **picture ID** (as well as your spouse's).
2. For dependents, please provide copies of their **social security cards, birth dates**, their relationship to you, the level of **support you provided**, and **proof that they lived in your home** (e.g. school or medical records).
3. Carryover information from 2020 not shown on your 2020 return, including but not limited to basis in traditional and Roth IRAs; basis in pass-through entities (e.g. Partnerships); breakdown of NOLs, Section 1231 losses, unused charitable deductions, and prior nonbusiness energy property credits claimed by year.

MICHIGAN TAXPAYERS:

1. If you received retirement or pension benefits from a deceased spouse, please provide that spouse's name, social security number, year of birth, and age at death. Also tell us if you remarried, and whether you claimed a subtraction for retirement or pension benefits on a joint return for the year he/she died,
2. For the Michigan Homestead Property Tax Credit, please provide your school district, the property taxes and special assessments billed for 2021, and the Taxable Value for 2021 for your primary residence (or provide your monthly rent and the total paid in 2021, plus your landlord's name and address). Also provide the household income information for all other persons living in your home at any time during the year.

Let us know if you would like a more comprehensive tax organizer showing your 2020 information.

STANDARD INFORMATION we need you to provide EVERY YEAR:

- 1. Copies of your (and your spouse's) **Driver's License** or other state-issued ID.
- 2. Copies of **Social Security cards and birth dates** for each new person (spouse, dependent) on your return.
- 3. **All tax forms, such as W-2s and W-2Cs** (include both), **1099s, 1098s, 5498s, and K-1s** (include **ALL SUPPORTING DOCUMENTS** provided). Also please provide your **last pay stub** of the year.
- 4. Contributions, distributions (identifying **Qualified Charitable Distributions**), conversions, recharacterizations, or rollovers of traditional and Roth **IRAs**, or other retirement or annuity plans, and their end-of-year values.
- 5. **ALL FORMS 1095-A** Health Insurance Marketplace Statement. (Your return cannot be processed without it.)
- 6. Dates and amounts of all Federal, State, and Local **Estimated Income Tax Payments and Refunds**.
- 7. **All 1099-B forms or substitute statements from all brokers**, plus information on any other **sales of stocks, bonds, virtual currency, or other assets** and any **worthless stock**. (Broker statements may omit or report incorrect costs or purchase dates; you must provide this information if not on the broker statements.)
- 8. Information on **installment sales** with the breakdown of interest and principal, or the terms, dates and amounts collected. For land contracts, we also need the purchaser's name, address, and social security number.
- 9. Rents received and expenses paid for each rental property separately, as well as the **physical location, the type of property** (single family, duplex, commercial, etc.), **your relationship to the tenant, days rented** at a fair market rental rate, and **days used personally** (including rental at less than a fair market rental rate.)
- 10. Gross **Social Security and Unemployment Benefits** received or repaid in 2021 (including "catch up" payments from prior years), as well as Medicare or other deductions.
- 11. Information on all **business or farm activities**, including income received, expenses paid, and inventories. Please include copies of your payroll tax forms and 1099s you issued if we did not prepare them. (Drivers for Uber, Lyft, etc. – please include a copy of your "dashboard" and documentation of mileage claimed.)
- 12. Information on any abandoned properties (1099-A), cancelled debt (1099-C), or any bankruptcy filings.
- 13. Information on **all gambling income and losses**, not merely those reported on form W-2G. To minimize your tax, **please include daily logs of electronically-tracked slot machine play**.
- 14. Alimony paid or received. (Does not apply to divorces occurring after 12/31/2018 or modified after that date.)
- 15. **Other income** such as **tips, hobbies, jury pay, bartering, Etsy, Ebay, or personal property rental**.
- 16. **Non-taxable income** (e.g. tax-exempt interest, child support, worker's compensation, housing allowance).
- 17. Interest paid on **Student Loans** in 2021 (Form 1098-E).
- 18. **Tuition & Fees** (Form 1098-T), including the student name, full/part time status, academic period start date, when the student started college, and **actual amounts paid** in 2021. Separate any portion for books, room and board, and provide information about scholarships, grants, or employer-provided education assistance received, and contributions to or withdrawals from Education IRA's or College Savings (Section 529) Plans.
- 19. Copies of your dependents' 2021 income tax returns, or information to prepare them. (Even if not required to file, we still may need information on their income, such as wages, interest, dividends, babysitting, etc.)
- 20. **Medical expenses** such as insurance, doctors, dentists, prescriptions, mileage, equipment & supplies (e.g. blood sugar kits, adult diapers), long-term care insurance, medical care facilities, etc., as well as activity in any Health Savings or Reimbursement Accounts (HSA or HRA), or any other reimbursements received.
- 21. **Mortgage interest statements** (Form 1098) and land contract interest (include lender's name, address, and *social security number*), including late fees. For each, please provide year-end balances and **identify how proceeds were used** (e.g. to buy, build, or improve the home securing the loan; purchase vehicle, refinance prior loan; pay down credit cards or student loans; buy, build, or improve other properties; etc.).
- 22. Information regarding **loans for business purposes or to purchase investments**.
- 23. **Property taxes** and special assessments paid in 2021. (Please separate any late fees or interest paid.)
- 24. **Sales taxes** paid on major purchases (e.g. motor vehicles, boats, aircraft, or material for building or making a substantial addition to your home.)
- 25. **License plate fees** for your car(s) and trucks(s) (1984 model years and newer).
- 26. **Charitable contributions**, specify cash or describe non-cash (donee, descriptions, dates, amounts, Form 1098-C if vehicle), as well as mileage and other out-of-pocket costs. Please clearly identify any Qualified Charitable Distributions here. (Note: Raffle tickets are NOT charitable, but may qualify as gambling losses.)
- 27. **Miscellaneous adjustments** such as school teacher supplies (including PPE, etc. after 3/12/2020).
- 28. **Armed forces moving expenses** and reimbursements, including distance from old home to prior and new job.
- 29. Information on **household employees**, such as babysitters, drivers, health aides, housekeepers, yard workers, etc. who worked for you at your home.
- 30. Information on **child or dependent care** paid by you or your employer while you (and your spouse) worked or went to school. Please include the name, address, ID number, and amount paid for each provider by child.
- 31. Information for **Residential Energy Credits** (insulation, windows & doors, qualifying furnaces, air conditioners, etc., as well as solar, geothermal, and wind), and credits claimed after 2005 (unless we prepared them).
- 32. Purchases of Electric Vehicles (including 2- or 4-wheel plug-ins) or Installation of Electric Plugs to charge them.
- 33. Information on any **casualty losses** in federally-declared disaster areas only.
- 34. Information on **out-of-state purchases** (e.g. catalog or internet orders) on which local sales tax was not paid.
- 35. Details of **all Virtual Currency activity** (e.g. Bitcoin, Ethereum, Ripple) **from all wallets** including basis history.
- 36. **Anything else** you think we might need for your tax return.

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