

Affordable Accounting and Escrow Services

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Get ready for 2021 tax returns;

1. Basic Information

_____ Name(s) All parties listed on tax return

_____ Current Address

_____ Current email address

_____ Current Phone number

_____ Copy of Drivers Licenses for every taxpayer on return (does not include dependents)

_____ Dependents

Full Legal Name	Social Security #	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Do you have shared custody of any of the dependents listed?

_____ No. No further information needed

_____ Yes. Please describe that arrangement. Provide documentation of custody agreement if any.

Do you want Direct Deposit of your refund? Or pay your taxes electronically? If Yes, we need bank account info?

Routing #	Account #	Type of acct Checking/Sav	Business or Personal

Did we do your taxes last year?

Yes. We have your information on file.

No. We must have a copy of last year's tax return

Any major life changes since your last tax return?

Marriage? Please provide a copy of the marriage license

Divorce? We need a copy of the Divorce Agreement.

Death? Please provide a copy of the death certificate.

2. Did you have any transactions with virtual currency?

No, skip to # 3

Yes. Please provide documentation

3. Did you make any Charitable Contributions? You can deduct up to \$300 in charitable contributions without having to itemize.

No, skip to # 4

Yes, please provide receipts

4. Do you own a business?

No. Continue to # 5

Yes.

Do you do your own record keeping?

No. Affordable Accounting does it. Continue to #3

Yes. We need:

All 1099s you received

Total Income

Total expenses broken down by category.

Repairs, Advertising, interest, supplies, etc.

Receipts for any major purchases.

In excess of \$500 and/or large ticket items. If you financed a purchase we need the purchase agreement and the finance agreement.

If you had payroll, bring payroll tax filings for the 4th quarter including W2s, 1099s, 941, 940, Colorado Withholding, Colorado unemployment

Did you pay any subcontractors? Did you issue 1099s? If so we need copies of those.

5. Do you have rental property?

_____ No. Move on to Question 6

_____ Yes. We need

_____ Total rental income

_____ Expenses broken down by category

Repairs, advertising, mortgage interest, property taxes

_____ Depreciable assets? (Building, equipment)

If you have more than one rental property you are required to keep the income and expense numbers separate.

6. Did you receive advance child tax credit payments?

In January 2022, the IRS will send you Letter 6419 to provide the total amount of advance Child Tax Credit payments that you received in 2021. You need to keep this and any other IRS letters you received about advance CTC payments you received with your tax records.

_____ Yes. We need a copy of that letter

_____ No. Move onto #7

7. Did you contribute to a retirement account?

_____ No. Skip to question 8

_____ Yes

We need a document from the financial institution that manages your Retirement account showing the amount you contributed to your account for the 2021 year.

8. Did you contribute to an HSA?

_____ No. Skip to question 9

_____ Yes

We need a document from the financial institution that manages your HSA account showing the amount you contributed to your account for the 2021 year.

9. Did you pay for childcare?

_____ No. Skip to question 10

_____ Yes

We need document from your childcare provider, including their FEIN and address; the name of the child for whom the payments were made; and the amount of the payments made by you for each child

10. Did you pay for any advanced education, college, etc.?

_____ No. Skip to question 11

_____ Yes

We need the 1099T from each financial institution

11. Did you receive Social Security pay?

_____ No. Skip to question 12

_____ Yes

_____ We need the year end tax statement from Social Security Administration

12. Did you receive unemployment compensation in 2021?

_____ No. Skip to question 13

_____ Yes

_____ We need the 1099G from the State Unemployment Dept. showing the amount you received

13. Did you receive any stimulus payments?

Recovery Rebate Credit: In early 2022, the IRS will send you Letter 6475 to provide the total amount of the [third Economic Impact Payment and any Plus-Up payments](#) that you received. You need to keep this and any other IRS letters you received about your stimulus payments with your tax records and refer to them when you file. Or you can log in to your online account to securely access your Economic Impact Payment amounts. If you are claiming a 2021 Recovery Rebate Credit, you will need the total amount of your third Economic Impact payment and any plus up payments to file your return accurately and avoid a refund delay.

Remember, only eligible individuals who did not qualify for a third Economic Impact Payment or did not receive the full amount should claim the Recovery Rebate Credit on a 2021 tax return. Do not include amounts of missing first or second stimulus payments on your 2021 return.

_____ No.

_____ Are you sure? Double check your bank account for any unusual deposits. Would have been around March 2021

_____ Yes.

_____ We need a copy of the IRS letter. If you did not receive one give us the date and exact amount you received

14. Did you receive assistance paying for health insurance

_____ No. Skip to question 15

_____ Yes.

_____ We need a copy of the 1095 A showing the amount of premium assistance you received.

15. Did you buy or sell a home in 2021:

_____ No. Skip to question 16

_____ Yes

_____ Was it your primary residence for 2 of the last 5 years

_____ No.

_____ Yes
Please provide
_____ Closing statement from both purchase and sale
_____ Total cost of improvements made to the property

16. When the tax return is complete, how do you want to?

Sign the return. We cannot file the return until we have written authorization from the taxpayer.

_____ Come into the office, sign the return, pay and pick up my copy
_____ Email me a copy of the signature pages. This option requires that you print out the pages, sign, and return by email. Digital signatures not accepted
_____ Mail everything to me, I will sign the pages and return them to you.

Pay for our services

Payment of service is required before the return will be electronically filed or released to you for review.

_____ I will bring in a check when I come to sign the return and pick up my copy
_____ Please call me for a credit card to charge
_____ Please charge the credit card provided. We will not charge your card until the return is completed and signed by you.
_____ Card Number: _____
_____ Expiration Date: _____
_____ Verification code on the back: _____

How would you like your copy of the tax return:

_____ I will pick up my copy
_____ Please email me a copy to the email address provided
_____ Please mail me my copy to the address provided (postage may be charged)