

## Client Organizer - Welcome - 2021

### Preparing For Your Tax Appointment

*This Organizer should be used as a guide in gathering the information necessary to complete your tax return. To the extent original source documents are provided, the General, Income and Deductions sections do NOT need to be completed.*

Step 1: Gather all of the applicable documents on the short list into one place

Step 2: Review the rest of the organizer and fill in any applicable sections not included on the short list

Step 3: Mail / fax / email or upload your information to us as soon as possible

*Secure Portal Upload Link: <https://foxpeterson.com/filebox/>*

Step 4: Call our office at: 480-898-7640 or visit our website to schedule your appointment

*Be sure to call at least 24 hours in advance if you are unable to keep your appointment*

### The Short List

*Documents and items that we need from you to complete your tax return - ORIGINAL SOURCE DOCUMENTS REQUIRED*

- 1 Copy of your most recently filed prior year tax return
- 2 Completed household information section of the organizer
- 3 Completed copy of Questionnaire checklist
- 4 Copy of the driver's license for you and your spouse
- 5 Copy of the Social Security cards for each member of your family
- 6 Provide bank account and routing information if you prefer auto deposit and withdrawal
- 7 All W-2 forms
- 8 All 1099 forms, (Banks, Credit Unions, Stock brokerages, Social Security, Misc. Income)
- 9 K-1 forms from any Partnerships or S-Corporations
- 10 All notices & letters received from Federal and State tax authorities
- 11 **For victims of Identity Theft ONLY** - I will need your IP PIN Notice Letter from IRS (**your return cannot be e-filed without your IP PIN**)
- 12 Economic Stimulus Notice 1444-C and/or IRS Letter 6475 detailing EIP3 received
- 13 IRS Letter 6419: Advanced Child Tax Credit Information - Pmts Rcvd From July 2021 - Dec 2021
- 14 Brokerage statements (1099-B) if there were any stocks sold
- 15 Escrow statements (HUD-1) for any real estate purchase, sale or refinance
- 16 All 1098 forms
- 17 Form 8332 for any non-custodial dependent claimed
- 18 All 1095 Insurance Forms
- 19 Receipts for cash and non-cash charitable donations greater than \$250
- 20 Arizona Credit Donation Receipts

### An important note about the IRS

The IRS has vastly expanded its audit programs as it has been directed by Congress to "close the gap". As a result, more audits and spot checks are to be expected. **Protect yourself: Keep good records and keep the record for at least 6 years.** Never ignore correspondence from tax authorities, but always be skeptical. The IRS has an annoying tendency to arbitrarily bill for taxes and penalties without first checking the facts.

## Client Organizer - Household - 2021

### Personal Information - *(note changes only)*

<u>Name</u>	<u>Name</u>	<u>Soc. Sec. No.</u>	<u>Date of Birth</u>
Taxpayer	_____	_____	_____
Spouse	_____	_____	_____
Address	_____		
Phone numbers	_____ / _____		
E-mail address	_____ / _____		
	Taxpayer	Spouse	
	Taxpayer	Spouse	

### Bank Information

Name of Bank _____	[ ] I would like to have my refund auto deposited
Bank Routing Number _____	[ ] I would like to have taxes due with the return auto
Bank Account Number _____	withdrawn.
Account Type	_____
	Checking      Savings

### Filing Status - *choose one*

- Single**                      If you were unmarried or divorced at the end of the year and don't qualify for head of household status
- Married filing Jointly**      If your spouse died during the year, you may still file a joint return with that spouse for the year of death
- Married filing Separately**    A married couple may elect to file their returns separately. The IRS disallows many deductions under this filing status and when one spouse itemizes, the other must itemize also.
- Head of Household**            If you were unmarried and you paid more than half the cost of maintaining a home for you and a qualifying person (relative) who lived with you more than half the year. You may qualify if you paid more than half the cost of keeping up a parent's home, even if the parent did not live with you, but you must be able to claim an exemption for your parent in order to qualify.
- Qualifying Widow(er)**        If your spouse died during 2019 or 2020, you have a dependent child living with you and have not remarried

### Dependents (Children & Others) - *(note changes only)*

<u>Name (First, Last)</u>	<u>Relationship</u>	<u>Birthdate</u>	<u>Soc. Sec. No.</u>	<u>Months in home</u>	<u>F/T Student</u>	<u>Income</u>
_____	_____	_____	_____	_____	Y / N	_____
_____	_____	_____	_____	_____	Y / N	_____
_____	_____	_____	_____	_____	Y / N	_____

- Are any of the dependents listed above permanently disabled? Y / N      If yes, which dependent? \_\_\_\_\_
- Are any of the dependents listed above 19 or older during 2021 and not a full-time student for at least 5 months during 2021? Y / N  
If yes, which dependent? \_\_\_\_\_ And what is that individual's gross income for 2021? \_\_\_\_\_

### Guidelines for Dependents - *Note: New Law - divorced parents claiming non-custodial dependents MUST have form 8332*

- To qualify as a dependent, that person must be:
1. Unmarried, or if married, does not file a joint return
  2. A US Citizen, resident alien or a resident of Canada or Mexico
  3. Either a qualifying child or qualifying relative (*see below*)

#### Qualifying Relative

1. Must not be the taxpayer or anyone else's qualifying child
2. Either have lived with the taxpayer all year OR be related
3. Have gross income of less than \$4,300
4. Provide less than half of own support

#### Qualifying Child

1. Taxpayer's child, stepchild, brother, sister, stepbrother
2. Under age 19 OR a full-time student under 24 or disabled
3. Lived with taxpayer more than half the year
4. Provide less than half their own support
5. Cannot be a claimed as qualifying child of another taxpayer

**Client Organizer - Questionnaire - 2021**  
**REQUIRED**

**Questions**

Review the following questions and **check if YES** (they help to ensure that we don't miss something important)

- IRS - Legal
- Letters & Notices received from IRS or state (please bring all, if applicable)
  - For victims of ID Theft ONLY I need your IP PIN Letter received from IRS in order to e-file your tax return
  - Economic Stimulus Payment Notice 1444-C, if third stimulus payment received
  - Prior year's returns need to be amended
  - Legal matters (lawsuit, etc.) during year

- Income
- Change in income or expenses
  - Large casualty / disaster loss
  - Foreign bank account or trust? Signing rights on a foreign account?
  - Did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency?
  - Received proceeds from an installment sale
  - Inherited assets last year
  - Jury duty (you/spouse)
  - Cashed in any US Savings bonds
  - Any bartering transactions
  - Scholarships
  - Any existing/new K-1 from LLC, S Corp, Estate or Trust
    - Do you have a calculation of "basis" in the entity? Y/N
    - Are you at risk for your investment? Y/N

- Business
- Part-time business or side venture
  - Business returns need to be completed
  - Did you start or dispose of a business this past year
  - Do you have a student loan
  - Did you receive any Form 1099-K
  - Bankruptcy or insolvency
  - Did you receive a PPP Loan for your business?**

- Household
- Change in dependents
  - You or spouse in military or Guard
  - You or spouse reach 72 this year or next
  - You or spouse legally blind / disabled
  - Dependent with investment income over \$ 1,100
  - Dependent with capital gains
  - Can you be claimed as a dependent by someone else
  - Dependent returns need to be completed

- Residence
- Debt forgiven, short sale or foreclosure
  - Sold or refinanced home
  - Moved your personal residence

- Miscellaneous
- Did you pay employees or household help last year
  - Adoption expenses incurred
  - Gifts of more than \$15,000 to any one person
  - Contributions to a 529 college savings plan. Contribution Amount \_\_\_\_\_

- Recordkeeping
- Can you substantiate travel
  - Can you substantiate charity donations
  - Other matters that we should be aware of:

**None of these applied this year**

## Client Organizer - General - 2021

### Credit for Educational Expenses - (degree seeking and non-degree seeking)

Family member      College-University      Tuition      Books & supplies      Scholarships & Grants

### Child & Other Dependent Care Expenses (for dependents under age 14)

Name of Care Provider      Address      Tax ID      Amount Paid

\*\*\*\*Are you enrolled in your employer's Cafeteria Plan? Usually, it's the best way to handle child care costs.

### List of Tax Credits. Check ( ) if any apply and supply details:

- |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Installed solar energy system (skylights, water heater, photocell-system) – bring documentation - <b>\$500 lifetime limit</b><br><input type="checkbox"/> Installed energy efficient improvements.<br><input type="checkbox"/> Adoption credit | <input type="checkbox"/> Arizona tuition scholarship credit<br><input type="checkbox"/> Arizona school ECA (Extra Curricular Activity) credit<br><input type="checkbox"/> Arizona Working Poor credit |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Health Savings Account (HSA & MSA)

Contributions to HSA _____	Health insurance premiums paid _____
Amount disbursed from HSA:	
Qualified medical expenses _____	Other:(non-qualified) _____

### IRA, SEP, SIMPLE, Keogh Plans and Other Retirement Plans deduction

	You _____	Spouse _____
Covered by a retirement plan?	Yes / No	Yes / No
Contribution for:		
IRA - deductible	_____	_____
IRA - nondeductible	_____	_____
Roth IRA	_____	_____
SEP/SIMPLE/Keogh	_____	_____
Did you have a Roth rollover this year?	Yes / No	Yes / No

### Miscellaneous

Educator classroom supplies purchased (up to \$250) \_\_\_\_\_

Student Loan Interest paid (attach documentation) \_\_\_\_\_

### Foreign Income and Investments

Do you have <b>foreign source income</b> (attach documentation)	Yes / No	
Do you have <b>foreign bank accounts</b> (attach documentation)	Yes / No	Form TDF 90-22.1
Do you have <b>foreign source assets</b> (attach documentation)	Yes / No	

### Estimated Tax Paid

	Date Paid	Federal amount	State amount
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
	Refund from 2020 return _____	_____	_____

### State Residency

<input type="checkbox"/> I was a full year Arizona Resident in 2021	<input type="checkbox"/> I moved to Arizona in 2021 Date you moved to AZ _____ Previous State Residency _____
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## Client Organizer - Income - 2021

### Wage, Salary Income

*Attach W-2s and last paycheck stub:*

Employer	Taxpayer	Spouse
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Interest Income

*Attach 1099-INT & broker statements*

Payer	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Tax Exempt	_____

### Dividend Income

From Mutual Funds & Stocks *Attach 1099-DIV*

Payer	Amount
_____	_____
_____	_____
_____	_____

### Gambling & Lottery Income

*Attach W-2G*

Winnings	Amount
_____	_____
_____	_____
_____	_____
Losses ( <i>be sure to have support for losses</i> )	Amount
_____	_____

### Partnership, Trust, Estate Income

List partnership, LLC, S-corp, trust or estate

*Attach K-1 (Do you have a BASIS calculation?)*

_____	_____
_____	_____
_____	_____

### Investments Sold

Stocks, Bonds, Mutual Funds, Gold, Silver, Partnership interest. *Attach 1099-B & confirmation slips.*

Investment	Dates Acquired	Dates Sold	Sale Price	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Other Income

*Attach 1099*

List All Other Income (Including Non-taxable). Such as .....

Cash income for which you did not receive a 1099;

Alimony Received; Unemployment Compensation (repaid); Unreported tips; Commissions; State tax refunds; Jury Duty;

Worker's Compensation; Scholarship (grant); Payment from prior Installment sale; Disability income

### Property Sold

*Attach 1099s and closing statements for sale & purchase*

Property	Date Acquired	Cost & Imp.
Personal Residence	_____	_____
Vacation Home	_____	_____
Land	_____	_____
Other	_____	_____

\*Provide information on improvements, prior sales of home, cost of a new residence. Also see Moving Section.

### I.R.A. (Taxable and Non-taxable)

*Attach 1099-R & 5498*

Contributions for tax year income and Rollovers		
	Amount	Date
Taxpayer	_____	_____
Spouse	_____	_____
Amounts withdrawn.		
Plan	Reason for Withdrawal	Reinvested?
_____	_____	Yes / No
_____	_____	Yes / No

### Pension, Annuity Income

*Attach 1099-R*

Payer	Reason for Payment	Reinvested?
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No

\*Provide statements from employer or insurance company with information on cost of or contributions to plan.

### Social Security Benefits

*Attach SSA-1099, RRB 1099*

	Taxpayer	Spouse
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Client Organizer - Deductions - 2021

### Medical/Dental Expenses (over 7.5% of AGI)

Medical Insurance (paid by you) \_\_\_\_\_  
 Prescription Drugs, Insulin \_\_\_\_\_  
 Doctor/Dental/Orthodontist (Braces) \_\_\_\_\_  
 Hospital \_\_\_\_\_  
 Lab & X-rays \_\_\_\_\_  
 Nursing Care, Medical Therapy \_\_\_\_\_  
 Glasses, Contacts, Hearing Aids \_\_\_\_\_  
 Medical Equipment, Supplies \_\_\_\_\_  
 Long-term care insurance \_\_\_\_\_  
 Home improvements for health \_\_\_\_\_  
 Mileage (No. of Miles) \_\_\_\_\_

### Taxes Paid - *attach receipts*

Auto/Boat registration (license renewal) \_\_\_\_\_  
 Property Tax - home(s) & land \_\_\_\_\_  
 State Taxes paid \_\_\_\_\_  
 Sales taxes on large purchases (car, RV) \_\_\_\_\_

### Interest Expense

*Attach 1098 and Closing papers*  
 Mortgage interest paid \_\_\_\_\_  
 Second Home \_\_\_\_\_  
 Qualified Mortgage insurance premiums \_\_\_\_\_  
 Interest paid to individual for your home \_\_\_\_\_  
 Points paid on new or refinance mortgage \_\_\_\_\_  
 Paid to: Name, address, Soc Sec # \_\_\_\_\_

### Investment Interest

Vacant Land \_\_\_\_\_  
 Brokerage margin account \_\_\_\_\_

### Charitable Contributions

*Cash - must attach receipts*  
 Church \_\_\_\_\_  
 United Way \_\_\_\_\_  
 Scouts, Telethons \_\_\_\_\_  
 University, Public TV/Radio \_\_\_\_\_  
 Heart, Lung, Cancer, etc. \_\_\_\_\_  
 Arizona Tax Credits (school or needy) \_\_\_\_\_  
*Non-cash - must attach receipts*  
 Salvation Army, Goodwill, DI \_\_\_\_\_  
 (Itemize items donated in detail) \_\_\_\_\_  
 Volunteer (No. of miles) \_\_\_\_\_

**Economic Stimulus and Dependent Credit - Questionnaire - 2021  
REQUIRED**

**\*IMPORTANT\*** - Cannot file your 2021 return without the complete and accurate details requested below.

**Economic Stimulus Payment & Recovery Rebate Credit Information**

**Economic Impact/Stimulus Check** - Most of you received a third "Stimulus Check" in March 2021. We need to know the EXACT amount of your Third Economic Impact Payment - EIP3 (also known as a Stimulus Payment) including any plus-up payment you may have received after filing your 2020 income tax return. The full amount of the stimulus was \$1,400 per taxpayer/qualified dependent. The IRS mailed Notice 1444-C PDF to those who received EIP3. An additional IRS letter was mailed for any plus-up payment. You may receive IRS Letter 6475 in Jan 2022 showing the amount of your "2021 Economic Impact Payment". These amounts are NOT taxable, but are used to calculate any additional amount you may be entitled to claim as a "Recovery Rebate Credit (RRC)" on your 2021 federal income tax return. If you do not know the EXACT amount of your EIP3, you can login to your IRS Account Online and click on the "Tax Records" tab to view the amount.

Many people have misplaced these IRS forms and letters, so we are asking you to thoroughly review your bank records, check your IRS Account Online and provide us with the information below.

- I received and have attached a copy of Form 1444-C and/or IRS Letter 6475
- I do not have a copy of Form 1444-C or Letter 6475, but I did receive EIP3 - please provide details below

<b>Amount of Payment</b>	_____
<b>Date Received</b>	_____
<b>Form of Payment</b>	_____ (Direct Deposit, Check in the Mail, Debit Card)

- I have reviewed my bank account and IRS online account and can confirm that I did not receive EIP3

**Advanced Child Tax Credit Payment Information**

**Child Tax Credits** – In July 2021 the IRS began making advanced monthly payments of the Child Tax credit up to 50% of the credit for those who did not opt out. Any of these payments received will reduce the amount of credit we are able to take on your 2021 tax return. We will need to know the EXACT amount of these payments that were received in 2021. This is shown on IRS Letter 6419 which should be mailed in January 2022 to all taxpayers who received advance child tax payments. You can also login to your IRS Account Online to view the amounts received. From July 2021 through December 2021, the IRS issued Advance Child Tax Credits up to \$300 for children under age 6 and up to \$250 for children ages 6 through 17. These advance payments will need be reconciled on your 2021 federal income tax return.

Many people have misplaced IRS Letter 6419, so we are asking you to thoroughly review your bank records, check your IRS Account Online and provide us with the information below.

- I received and have attached a copy of IRS Letter 6419
- I opted out of the Advanced Child Tax Credit Payments and did NOT receive any Advanced Payments
- I opted out of the Advanced Child Tax Credit Payments, but still received Advanced Payments
- I do not have a copy of Letter 6419 , but I received the following Advanced Child Tax Credit Payments in 2021

	Tax Credit Pmts	Date of Deposit
Jul-21	_____	_____
Aug-21	_____	_____
Sep-21	_____	_____
Oct-21	_____	_____
Nov-21	_____	_____
Dec-21	_____	_____