Tax Year 2020
Reminder List:

Northwest Accounting & Tax Service **Phone (360) 694-8206** **Email: nwatax@yahoo.com**

Your Name(s) ____

***This list is provided to help you assemble you tax documents.** You will receive an interview at your appointment or after you drop off or send us your documents.

*If you are mailing or sending documents thru the client portal include the Engagement Letter and Privacy statement signed (Included with newsletter) Our Website: https:vancouvertaxandaccounting.com has Portal Access Info and a copy of this document. Client Portal Access: https://login.atomanager.com/ATOM_NWATAX/WebInfo.aspx

Provide a **copy of Taxpayer and Spouse Identification (Driver's License) and **IRS ID PIN** (if you have one) Dependents age 18 and younger: Bring proof they lived in your home (a school letter or similar item.) Dependents 18 & Over: Documentation where they live and information showing how you are supporting them. Claiming Head of Household filing status please provide proof of housing payments your made (mortgage or rent receipt.

Tell us about CHANGES you have had in 2020

❑ I have a New Address
❑ Married ❑ Divorced ❑ Separated ❑ Single
❑ I am claimed as a dependent of another person
❑ I am Legally Blind ❑ Spouse Blind
❑ I am age 65 or older ❑ Spouse age 65 or older

❑ **All Dependents** (See ** Above)
❑ **Changes to Dependents** (bring their SSN & see **)

❑ Dependent Children had investment income over $2000 (bring documentation)
❑ **Bring your 1095-A -If you had State provided health insurance.**

General Income:

❑ W2's Number_______
❑ Interest Income from Banks and Investments
❑ I have Foreign Bank Accounts or assets
❑ Dividend from stock or other investments
❑ State Refunds received in 2019
❑ K-1s (Partnerships, Corporations, Trusts or Estates)
❑ Rent Income (See Rental Section)
❑ Business Income or Farm (see next Page)
❑ Income from: Pension / Retirement / Traditional IRA / Roth IRA/ Distributions and Rollovers
❑ Alimony Income (if new or changes in 2019, bring copy of document)
❑ Unemployment Income
❑ Received Economic Impact $$ (COVID) $______
❑ Social Security Income
❑ Jury Duty ❑ Prizes
❑ Gambling Income and Gambling Expense
❑ Cancelation of Debt
❑ Tip Income
❑ Other Income???

Do you have **non taxable income**? Please list

Please Bring Documents for any of the items listed and any other documents you have questions about!!

Sales of Investments and Property

❑ Stock/Investment Sales: Bring your 1099B and cost basis information (usually provided by broker)
❑ Property Sale/Purchase: Bring your 1099S (if received), Sales documents, Purchase documents with date & Price + improvements you made to the property.

Adjustments to Income

None ❑

❑ Student Loan Interest
❑ Health Savings Account Contributions
❑ Alimony Paid-plans established before 2019 (need name and SSN paid to)
❑ IRA Contribution
❑ Roth IRA Contribution
❑ Educators Expense
❑ Penalty on Early Withdraws from Banks
❑ **New! Charitable Donation Adjustment (Max $300)**

Tax Credits

❑ None

❑ Foreign Taxes Paid ❑ Adoption Credit
❑ Child Tax Credit (Child under 17-$2000 Credit)
❑ Dependents over 17 Credit ($500 Credit)
❑ Child or Disabled Dependent Care Credit
❑ **College Education (**MUST Bring 1098-T plus receipts for books and school payment Transcript)
❑ Energy Credit for Improvement to your home
❑ Residential Energy Credits or Solar Credits

Other Information

❑ None

❑ Filed Bankruptcy
❑ Foreclosure
❑ Made Gifts over $15,000

Estimated Tax Payments Made

❑ None

#1 April 15 Pmt $__________ #2 June 15 Pmt $___________

#3 Sept 15 Pmt $__________ #4 Jan 15 Pmt $____________

Sch A Itemized Deduction

Generally, you will not itemize if the Federal Standard Deduction is higher than your itemized expenses
Single - $12,400; Married - $24,800; HOH - $18,650

Oregon Workers/Residents: The Standard deduction is Single $2,315, Married $4,630. You may itemize for Oregon even if you do not itemize on your federal return

❑ Large **Medical Expenses** No deduction is allowed for amounts that are less than 7.5% of your income

Provide a list if you will meet the above thresholds:

-Medical Insurance and Medicare Insurance paid (*Not if thru employer when a 125 plan is in place*)
-Long Term Health Insurance
-Doctors, Dentist, Prescriptions, Vison and other, with medical provider expense.
-Medical Transportation and Miles Driven ($0.17)
-Other Medical Expense

❑ State and Local **Income Taxes** Paid
❑ Sales **Tax** paid on Home Improvements & Automobiles
❑General Sales Tax (you can provide a detailed list of all sales tax paid OR we use the IRS chart for the area you live in)
❑ Property **Tax** paid on Personal Residence
❑ Property **Tax** paid on other properties Owned
❑ Other Taxes

❑ Mortgage **Interest** Paid on Primary Home **Acquisition Debt ONLY**
❑ Mortgage Interest Paid on a Second Home Bring the 1098 of each loan
❑ Purchased, Sold or refinanced a home this year Bring closing papers from Transaction
❑ **Investment Interest** (loan used to purchase an Investment)
❑ Mortgage Insurance (PMI) extended thru 2020

❑ Large **Casualty Losses** (only Presidentially declared disaster losses)

❑ **Charitable Donations of money**
If a gift is over $200, please provide receipt
❑ **Non-Cash Charitable Donations**

You MUST provide the receipt and list of items given. If over $500, the list must include purchase date and purchase price plus value of item at time donated.

Other Questions?
We would love to answer them for you

Business Income: None ❑

❑ Same Business as last year
❑ New Business this year
Type of Work ______________________________
This could include: UBER, LIFT, run an AIR BNB, Raised funds on Go Fund Me or performed casual Labor?
❑ I received a PPP Loan or other Grant money
Income: Bring 1099's received and List ALL Income.
Business Expenses: Provide a list of all ordinary and necessary expense for the business

❑ Auto used for Business (IRS requires a mileage log)
-List Total Miles for Auto (oil or repair document from beginning of each year is a great verification)
-Business Mile Log (IRS generally requires a Log)
-List Miles used to commute to work
-All other miles will be deemed personal
❑ Using Standard Mileage Rate (57.5 cents per mile)
❑ Providing Actual Expenses (including purchase papers on a new vehicle)

❑ Office in Home - **Home must be used Regularly & Exclusively**
Bring expenses of operating home
Square Feet of Home_______ & Office ________

❑ Business operates in the City of Portland
❑ Business operates in the OR-Tri Met area

Rental Income None ❑

❑ I have the same Rental Homes as last year
❑ I rent out part of my home or have a short-term rental
❑ New Rental Home this year (Bring purchase docs)
❑ I refinanced this property (Bring docs)
Provide records for >>Income >>Expenses (please provide a list of Ordinary and necessary expense)
❑ Auto used for Rental activity (see list above)
❑ Rental Home is in the City of Portland

State Returns ❑ Did not work outside WA

❑ Work State (list) ______________________
❑ WA residents:
If your **W2 = 100% in Oregon but you did not spend all my work time in OR**. Provide a log listing each work location, holidays and Vacation PLUS a signed letter from your employer stating where you work.

Do you need to make adjustments to your W4 (for withholding)? It is best to do this early in the year. Call if we can help

Direct Deposit of Refund: Provide cancelled Check