

Tax Year 2021

Reminder List:

Northwest Accounting & Tax Service

Phone (360) 694-8206

Email: nwatax@yahoo.com

Please go to our website: VancouverTaxandAccounting.com for additional worksheets

Your Name(s) _____

***This list is provided to help you assemble you tax documents. You will still receive a full interview when we do your taxes so you are NOT required to fill this form out.**

*If you are mailing your documents to us, include the Engagement Letter and Privacy statement signed. It is on our website as a separate document. **Please use your PORTAL to send Documents. Ask if you need a PORTAL set up.

****We must have a current ID on file for you. (if you got a new ID- Bring it)**

****IF anyone listed on your return has an IRS ID PIN, please bring the 2021 letter;**

****Head of Household filing status** please provide proof you paid for housing expense payment

****If you want Direct Deposit, or IRS to deduct a payment:** Make sure we have the current Bank Account Information

Tell us about **CHANGES** you had in 2021

- 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 over 65 (age) Spouse over 65

- Changes to Dependents** (provide SSN, Birthdate)
- All Dependents** **Provide Proof they lived with you and/or proof you provided support and any income the dependent received for the year.
- Bring your 1095-A -If you had State provided health insurance.**
- Bring amounts of 2021 Stimulus Checks received
- Bring IRS letter reporting Advanced Child Tax Credits received in 2021.

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 2020
- K-1s (Partnerships, Corporations, Trusts or Estates)
- Rent, Farm or Business Income (see next Page)
- Income from: Pension / Retirement / Traditional IRA / Roth IRA/ Distributions and Rollovers
- Alimony Income or Expense (Pre 2019 agreements)
- Unemployment Income
- Stimulus Checks and other COVID payments
- Social Security Income
- Jury Duty Prizes Tip Income
- Gambling Income and Gambling Expense
- Cancelation of Debt
- Any Other Income???. **Please list even if you think it is not taxable

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
- IRA Contribution Roth IRA Contribution
- Educators Expense
- Penalty on Early Withdraws from Banks
- New: I gave to Charity \$_____ (\$300 per person max)**

Tax Credits:

None

- Foreign Taxes Paid
- Adoption Credit
- Child Tax Credit (Child under 18 for 2021)
- Other Dependents
- Child or Disabled Dependent Care Credit
- College Education:** MUST Bring 1098-T + financial listing from the college + receipts for books and required supplies.
- First Time home buyer credit repayment from 2008
- Energy Credit for Improvement to your home
- Solar Credits?

Other Information

None

- Filed Bankruptcy Foreclosure
- Made Gifts over \$15,000

Estimated Tax Payments Made

None

April 15 Pmt \$ _____ June 15 Pmt \$ _____

Sept 15 Pmt \$ _____ Jan 15 Pmt \$ _____

Sch A Itemized Deduction

Oregon workers/residents: The standard deduction is Single \$2350; Married \$4700; HOH \$3780. You may itemize everything except OR taxes paid if they are more than the Standard Deduction

The Federal Standard Deduction is Single \$12,550; Married \$25,100; ; HOH - \$18,650. Generally you will not itemize if the list below does not exceed your standard deduction.

Large Medical Expenses: No deduction is allowed for amounts that are less than 7.5% of your income
Included: -Medical Insurance and Medicare Insurance paid (*Not if thru employer when a 125 plan is in place*)
-Long Term Health Insurance
-Doctors, Dentist, Prescriptions, Vision and other, with medical provider expense.
-Medical Transportation and Miles Driven (\$0.18)
-Other Medical Expense

State and Local **Income Taxes** Paid
 Extra Sales **Tax** paid on Home Improvements & Automobiles (please bring proof)
 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 paid

Mortgage **Interest** Paid on Primary Home: Only Purchase and Improvement Debt is allowed.
 Mortgage Interest Paid on a Second Personal 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 2021
 Large **Casualty Losses** (Only Presidentially declared disaster losses)

Charitable Donations of money
If a gift is over \$200, please provide receipt
**There is now a deduction up to \$600 for cash charities that is not a part of itemizing.

Non-Cash Charitable Donations.
**All Charity Donations: Under \$250 provide proof (cancelled checks, etc.) Over \$250, must have a receipt for the organization. All Non-cash donations provide list of items given and today's value. If over \$500, the list must include date and price when purchased. Over \$5000, an appraisal receipt is required. Autos: The Organization will send you additional paperwork.
 Gambling Losses (Only if had gambling income)

Business Income:

None

Same Business as LY New Business this year

Type of Work _____

Examples: Work for UBER, LIFT, run an AIR BNB or raise funds on Go Fund Me? Perform casual Labor?

I received COVID relief funds or Loans

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 log
You log must include: Documented Total Miles for Auto for the year (oil or repair receipts document miles-or take a time stamped picture of your odometer)

-Business Mile Log. When, Where, What and Miles
-Commute is not deductible: Provide Commute Miles

-All other miles will be deemed personal

Using Standard Mileage Rate (58.5 cents per mile)

Providing Actual Expenses (including purchase papers on a new vehicle)

Office in Home – 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 >>All ordinary and necessary expenses

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:

Do Oregon W2 Wages = your physical time in working in Oregon? If not, we will only tax time in Oregon.

Bring a Work log with Location / Vacation / Holiday marked + a Letter from your employer stating where you worked

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

Other Questions?

We would love to answer them for you