

2021 CHECKLIST FOR ACCURATAX LLC

Name _____ Social Security No. _____

Address _____ City _____ Zip _____

Phone _____ Email _____ Email _____

(If married or have a significant other need email for each to DOCUSIGN)

Banking Info DD: Name _____ Routing _____ Acct _____

1) Did you trade Virtual Currency / BitCoin _____ Foreign Acct _____

2) Amount of 3rd Stimulus Received 1) _____
(Note - this should be \$1400 x No of Family Members)

SECTION ONLY FOR CLIENTS WITH DEPENDENT CHILDREN

Names & dates of birth of all household dependents/members:

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

3) Did you receive advance child tax payments? Yes ___ No ___
Total Amount Received _____ Verified _____

(Note - you should receive a 6419 form with amount received)

A) Did your dependents live with you all year _____ Half Year _____

B) Could anyone else claim your children _____

C) Proof your dependent? ___ Healthcare Provider ___ School Record
___ Childcare Provider Statement ___ Medical Records ___ Other
(Please list other proof _____)

D) Have you ever been rejected any IRS child credits? ___ No ___ Yes

***NEW CLIENTS ONLY - NEED A COPY OF 2020 TAX RETURN

Income and deductions

___ W2 Forms (Wages)

___ 1099 MISC (Contract Work)

___ 1099-INT or December Bank Statement (Banking Interest)

___ Last year's State Refund Card

___ Unemployment (Form 1099-G)

___ Retirement Benefits (1099-R)

___ Social Security Benefits

___ Alimony received

___ Daycare expenses

___ College Education loan interest

___ College Education Expenses for dependents (1098T and books/materials)

___ Educators Credit (Limit of \$250 school supplies)

___ \$300 of Contributions is deductible in 2020

IF YOU ITEMIZE (Standard MFJ \$25,100, Single \$12,550) (Over 64 \$14,250 \$26,450)

___ 1098 (House Interest)

___ Property taxes (2020 taxes paid in 2021)

___ New Vehicle Purchase in 2021 (Please supply sale receipt)

___ Cash contributions paid to Non-Profits

___ Gift contributions given to Non-Profits

___ Medical Expenses - (ONLY Out of Pocket) NOTE: CANNOT BE FUNDS PAID BY HSA.

___ Long Term Care Payments

STOCK, MUTUAL FUNDS, or IRA's
___ 1099-B if you sold mutual funds or stock (Need Sell & Buy amounts)
___ 1099-DIV if you receive dividends from Mutual Funds or Stock
___ IRA Contributions for 2020 (Don't need Roth Information)
___ HSA Contributions and Distubutions for 2021 (Individual or Family)

HEALTH INSURANCE INFORMATION (OBAMACARE)

Was the complete family covered by a health insurance policy? Yes ___ No ___

NOTE: If you used the Marketplace you need Form 1095-A must be provided to complete your return.

ADDITIONAL QUESTIONS

	Yes	No
Did you receive any correspondence from the IRS?	___	___
If yes please supply a copy of the letter.		
Did you sell or buy a home during 2021?	___	___
Do you have a new address?	___	___
If yes: Address _____ City _____ State _____ Zip _____		

Do you have any new dependents in 2021?
If Yes: Name _____ Soc Security _____ DOB Birth _____

Additional Notes or Client Questions:

Rental Property Address _____

____ Number of Days Rented
____ Rent Received
____ Miles driven
____ Property Insurance
____ Rental Mortgage Interest
____ Repairs
____ Supplies
____ Rental Property Taxes
____ Rental Property Insurance
____ Utilities Paid by Owner
____ HOA
____ Depreciation - (need Closing statement if purchase in 2016)
____ Capital Improvements (Please List Improvement and Total Cost)

NOTE: If purchased this year will need a copy of the purchase statement.

Additional Notes:

AccuraTax LLC Tax and Bookkeeping
Phone (970) 310-5232 Fax (970) 479-1673
todd@accurataxllc.com www accurataxllc.com

Business Questions:

Name of Business _____

EIN or Social Security Number _____

Describe Business _____

How many years have you owned business _____

__ Date started business

__ Income for the year

__ Advertising

__ Contract Labor

__ Payroll & Payroll Taxes

__ Office expenses

__ Rent or Leases paid

__ Taxes & Licenses

__ Travel expenses

__ Meals WITH CLIENTS

(You get 50% of these expenses - as a rule)

__ Meals & Meetings WITH EMPLOYEES (100%)

__ Gifts to Clients (Limit is \$25 per client)

__ Interest or Penalties on any loans or credit cards for business.

__ Legal & Professional expenses

__ Cell phone or Business phone expenses (reasonable % for Business)

__ Internet (reasonable % used for Business)

__ Repairs and Maintenance

__ Tools and/or Material expenses

__ Insurance expense (Business Insurance Only)

__ Medical Insurance (Medical Premiums are deductible if self employed and you nor your spouse has ACCESS to employee insurance through a W2 job)

__ Other Expenses

VEHICLE EXPENSES - Any vehicle expenses need miles log.

__ Vehicle Year and Model

__ Purchase Price

__ Date vehicle put in business

__ Odometer reading beginning of year and end of year

(Miles Method) Business miles driven / Personal miles driven

(Actual Expenses Method)-(Gas, Oil, Insurance, License, Maintenance)

NOTE: Need miles driven for the business with both methods.

HOME OFFICE EXPENSE

__ Full House square footage

__ Home Office square footage

__ House Market Value at time business started

__ Land value at time business started

__ Cost of any major improvements to property this year

__ Mortgage Interest or Rent

__ Property Taxes

__ Property Insurance

__ Utilities (Gas, Electric, Trash)

Additional Notes or Questions:

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