

## Income Tax Organizer for Tax Year 2021

Name: _____	Spouse Name: _____
DOB ___/___/___ Occupation _____ <small>(SSN entered on page 2)</small>	DOB ___/___/___ Occupation _____ <small>(SSN entered on page 2)</small>

**Filing Information: \*\*\*\*\* If all information is unchanged, check the Unchanged box and continue to the next section \*\*\*\*\***

\*Unchanged (Please update any changed fields below)

Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Type \_\_\_\_\_  
 Spouse Phone \_\_\_\_\_ Type \_\_\_\_\_  
 Othr Phone \_\_\_\_\_ Type \_\_\_\_\_  
 Othr Phone \_\_\_\_\_ Type \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Spouse email: \_\_\_\_\_

Filing Status:

**Single      Head of Household      Qualifying Widow**  
**Married Filing Joint**  
**Married Filing Separate (Enter Name/SSN of Spouse in notes)**

Total Number of People Living in Your Home: \_\_\_\_\_

Number to be Claimed as Dependents: \_\_\_\_\_

Please provide information for dependents on page 2.

**[ ! ] New clients must provide complete dependent information on page 2.**

**Income: \*\*\*\*\* Businesses Must Contact Our Office to Properly Submit Income & Expenses \*\*\*\*\***

**Form Count**

Enter the amount of Economic Stimulus Payment(s) received. This may show up in your bank statements as US Treasury EIP Payments. Please omit EIP #2 received in January or February 2021.	\$ _____
Enter the amount of advanced Child Tax Credit received, if any. IRS letter 6419 provides this.	\$ _____
If you or your spouse worked for an employer, list the number of W-2s provided.	W-2s _____
If you or your spouse received unemployment in the past year, list the number of 1099Gs provided.	1099G _____
If you/your spouse provided any services for non-employers, list the number of 1099-NECs received.	1099-NEC _____
If you or your spouse received interest from any bank, credit union, insurance companies, etc.	1099-INT _____
If you or your spouse received dividends from mutual funds or stocks, include forms 1099-DIV. <small>(This may be provided in a consolidated 1099 from your financial institution)</small>	1099-DIV _____
If you or your spouse sold stocks or mutual funds, include forms 1099-B. <small>(This may be provided in a consolidated 1099 from your financial institution)</small>	1099-B _____
If you or your spouse received Social Security/Social Security Disability (SSI), include forms SSA-1099.	SSA-1099 _____
If you or your spouse received regular retirement income/IRA distributions, include forms 1099-R.  * Is any military retirement? ___ If it is for a deceased spouse, please list spouses DOB ___/___/___	1099-R _____ *
If you or your spouse withdrew from an IRA/401K as an early withdrawal, include forms 1099-R.  * Please list the purpose of the early withdrawal _____	1099-R _____ *
If you or your spouse rolled over an IRA/401K to another account, include forms 1099-R.	1099-R _____
If you or your spouse received a state income tax refund, include form 1099G or fill in amount.	1099G ___ \$ _____
If you received any other income forms (ex: K-1 statement for partnership or S-Corp), list and provide.	Other _____
Please describe any other income received this year that you believe may affect your income tax return:  _____	

Deductions / Credits / Misc:	Form Count / Dollar amt
<p>If you own a home and made mortgage interest payments, include form 1098 for each mortgage.</p> <p>For a reminder of other expenses that you may itemize, download the <i>Client Itemized Expense Aid</i></p> <p>If either contributed to an IRA (not payroll deducted), include form 5498 or enter amount.</p> <p>* Please indicate type of IRA: Taxpayer - Traditional Roth .....  Spouse - Traditional Roth .....</p> <p>If you had daycare/dependent care expenses, include name, EIN (SSN if individual), address and amount paid to caretaker. The business or individual should provide you with a statement.</p> <p>Student Loan Interest (only include dependent's interest if primary or spouse are obligated to debt)</p> <p>If Advance Premium Tax Credit for an ACA Health Plan was received, include form(s) 1095-A</p> <p>Any member of the household who attended a qualifying college, vocational, or post-secondary institution provide form 1098-T for each student who could be eligible for an education credit.</p> <p>*If you are a SC resident and someone in your tax household attended college full time, please go to our website and download the SC Tuition Questionnaire and complete it. Pay close attention to the first three questions as these will tell you if you need to complete the entire questionnaire.</p> <p>Enter CASH/CHECK donations. DO NOT use value of goods. If you itemize, use our itemized worksheet. The itemizing worksheet can be downloaded at our website via the "Forms" link.</p>	<p>1098s _____</p> <p>Client Portal or download at <a href="http://www.StratusAccountants.com">www.StratusAccountants.com</a></p> <p>Amount _____</p> <p>Amount _____</p> <p>Amount _____</p> <p>1098-E _____</p> <p>1095-A _____</p> <p>1098-T _____</p> <p>*Download the questionnaire from our website and follow directions at the top of the form</p> <p>\$ _____</p>

**Persons Listed on Tax Return:**

Primary SSN/ITIN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ On File      Spouse SSN/ITIN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ On File

**\*\*Dependent first name is required. If the dependent was listed on your return prepared by us in the previous year, check the "On File" box adjacent to the first name line.**

Dependent First Name	On File	Last Name	DOB	Soc Sec #	Relationship (Son, Daughter, etc.)	Months in Home
_____	_____	_____	• ____ / ____ / _____	• _____ - _____ - _____	• _____	• _____
_____	_____	_____	• ____ / ____ / _____	• _____ - _____ - _____	• _____	• _____
_____	_____	_____	• ____ / ____ / _____	• _____ - _____ - _____	• _____	• _____
_____	_____	_____	• ____ / ____ / _____	• _____ - _____ - _____	• _____	• _____
_____	_____	_____	• ____ / ____ / _____	• _____ - _____ - _____	• _____	• _____
_____	_____	_____	• ____ / ____ / _____	• _____ - _____ - _____	• _____	• _____

For any additional dependents, please provide the same information in the Notes below or on a separate blank page.

**Please provide the account information for direct deposit of any anticipated refund or if you elect to pay any amount due by ACH Debit.**

Routing# \_\_\_\_\_ Acct # \_\_\_\_\_      Checking      Savings

**\*Bank information is required to be completed each year. If not completed, any refunds will be set to be mailed to the address on the return.**

**Notes (Please add additional notes on a blank page):**