**2021 TAX INFORMATION GUIDE**

**GENERAL INFORMATION**

**Past Clients** – Bring a list of any changes in address, telephone numbers, dependents, marital status, occupations, etc.

**New Clients** – Bring a list of taxpayer, spouse and dependent’s names, social security numbers, birthdates, and occupations. ***Also bring a copy of last year’s tax return***

Are any of you permanently disabled, blind or deaf ? **\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCOME:** Bring in **all forms** for items listed below.

* W-2’s from all employers
* 1099-R’s from all pensions, IRA’s, Annuities, 401K’s, Rollovers, Early Withdrawals, Etc.
* SSA-1099 Social Security Income form
* 1099-G Unemployment Benefits, prior year State refunds or prior year City refunds
* 1099-Int and 1099-Div annual form or statement for Interest or Dividend income, including Tax Exempt
* 1099-B Annual investment statements on Investment Sales, including your cost basis
* Form K-1 from investments, royalties or other business entities (Partnerships, Corporations and Trusts)
* 1099-NEC form subcontractor income and 1099-MISC income from prizes, awards and commissions
* W-2G’s from gambling income (also total of gambling losses to offset winnings)
* Land Contract Interest Income (you own the contract)
* OTHER - Alimony received, Canceled Debt, Rental Income, Sale of residence or other home (call for list of what to bring if unsure)

**ITEMIZED DEDUCTIONS:** ***Please note…you will use the STANDARD DEDUCTION if it is higher than your itemized deductions. New Standard Deductions are…$25,100 for MFJ and Qualified Widower, $18,800 for HOH and $12,550 for Single***

* Mortgage Statement – bring statements – also closing papers if you refinanced for deductible points
* Land Contract Interest – bring statements (you are paying this contract)
* Property Taxes – **bring statements and receipts** for taxes paid in 2021 on home and other properties
* For Sales Tax deduction instead of Michigan Withholding – will need a total of sales tax paid in 2021 or we can use the IRS chart and add big ticket items like vehicles and motor homes – call if you have questions on this
* Vehicle License Plate Fees on cars, trucks and vans – can’t use motorcycles, trailers or motor home unless fees are based on value of vehicle. Bring vehicle registration forms or copies of them.
* Charity Contribution – can only use contributions that you have a receipt for – list separately cash and non-cash
* Goodwill or Salvation Army donations – bring receipt if over $500
* Donated Vehicles will require a receipt from the organization with the amount you can deduct
* Charity Miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_miles you drove for charity activities
* The following are medical deductions (paid in 2021) total of all must be over 7.5% of your income to use
1. Medical, Dental, Optical and/or Long Term Care **Insurance Costs** paid by you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Medical Expenses-out of pocket \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Dental Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Optical Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Prescription Costs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Medical Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If you had gambling winnings – then you can take gambling losses up to the amount you won. Bring total.

**OTHER DEDUCTIONS:**

* Did you make any estimated payments for 2021? Federal \_\_\_\_\_\_­­­­\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_
* Did you make any IRA contributions for 2021? Roth \_\_\_\_\_\_\_\_\_\_\_ Traditional \_\_\_\_\_\_\_\_\_\_
* Did you convert any Traditional IRA’s to a Roth IRA? If yes, bring forms showing converted amount
* Educator Expenses for teachers, instructors, etc
* Child Care Expenses – list number of children in child care and caregivers name, address and SS# or ID#
* Did you have a Medical Savings Accounts or Health Savings Accounts? If yes, bring forms showing contributions and withdrawals. Forms are 5498-SA and 1099-SA
* **No deduction for energy efficient improvements to your home this year.**
* Did you pay any alimony? Will need recipients Name, SS# and amount paid
* Did you purchase or sell a home in 2021? Bring closing papers from the purchase and the sale

**AFFORDABLE CARE ACT**:

* If you purchased health insurance through the Market Place, then we must have form 1095A to complete your return

**ADVANCED CHILD TAX CREDIT:**

* If you received a child tax credit, we must have your letter 6419

**STIMULUS PAYMENT:**

* We will need to know the amount you received for stimulus #3 (April 2021)

 **COLLEGE CREDITS:**

* Tuition credits are for you, your spouse and your dependents. Credits are for tuition, books and class supplies. Credit is taken on the return were the student is claimed as a dependent, it doesn’t matter who paid for the expenses.
* Bring tuition statement from college. **(Form 1098-T)** Tuition paid by student loans can be used for this deduction. We will need to know the students school status. (freshman, sophomore, etc)
* Did you pay any student loan interest? Bring tax form **(Form 1098-E)**
* Did you make any contributions to your children’s education accounts (Coverdell, MESP, MET, other 529 plans, etc)? Bring tax form
* Did you take any distributions from children’s education accounts? Bring tax form 1099Q

**MICHGIAN RENT CREDIT or PROPERTY TAX CREDIT:**

* Did you pay rent on your home or lot rent for any part of 2021? Will need a list of the rental address, landlord’s name and address, number of month’s rented and monthly rent paid. (Your name must be on the rental agreement or lease to use this credit)
* For Michigan Property Tax Credit we will need the **current year** property tax statements whether paid or not. (This is the taxes assessed for 2021 Summer and Winter. 2021 Village too if that applies to you)

**CHILD SUPPORT:**

If you are eligible for the Michigan Property Tax, Rent Credit or Home Heat Credits, then we will need to know how much child support that you received in 2021. This figure is used to calculate household income only, it is not taxable.

**CITY INCOME TAX:**

Do your live or work in a City that has income tax? (Lapeer, Flint, Pontiac, Saginaw, Detroit, etc) for part-year bring dates

IF YOU HAVE ANY QUESTIONS, PLEASE GIVE US A CALL FOR CLARIFICATION 810-653-4291

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**USE THIS SHEET IF YOU HAVE YOUR OWN BUSINESS**

**SELF-EMPLOYED INCOME:** If you own your own business, bring the following

* Totals of income from the business – list separately taxable sales and sales tax collected if applicable
* Totals of expenses from the business – *must be totaled separately by category\*\**
* Business Mileage – For each business vehicle we need the year and make of vehicle… total miles for year… and total business miles for year
* Jan-Dec (total miles)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Jan-Dec (business miles)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Equipment Purchases – will need item purchased, date purchased and cost
* Equipment Sales – will need item sold, selling price, date sold, and date purchased
* Office and/or Building Improvements – will need list of improvements, date completed and cost
* Office in the Home Deduction – **do you have an area used exclusively for your business in your home?**
1. Will need square footage of your home and square footage of your office area (if changed from last year)
2. Mortgage interest paid (same as for itemized deductions)
3. Property Taxes paid in 2021 (same as for itemized deductions)
4. Utilities paid in 2021 (lights, heat, trash pickup, etc)
5. Repairs to your home in 2021
6. Repairs to your office area in 2021
* If you issue 1099’s to subcontractors…then bring a copy of 1096 and 1099 forms. THESE ARE DUE TO THE SUBCONTRACTORS BY JANUARY 31ST AND MUST BE FILED WITH THE IRS BY JANUARY 31ST – OR A FEE WILL BE ASSESSED

\*\**for a complete list of the expense categories, give us a call for a small business guide*

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