# 2021 Tax Organizer Personal Information

Personal Information									
		Name			S	SN	Has IP PIN	Dat	te of birth
Taxpayer									
Spouse									
Name of person to whom all information should be addressed, if not the taxpayer									
Street add	et address, city, state, and ZIP								
	1	Occupation		Daytime phone	Evening	phone		Cell p	hone
Taxpayer									
Spouse									
Taxpayer	email			,					
Spouse e	mail								
Yes No	ied filing lo Are yo Are yo Are yo Do yo At any If you of age If you and so Was y If Did yo If	Married Widowed - If separately - If married but filing separately ou or your spouse blind? Ou or your spouse disabled? Ou or your spouse a full-time student? Ou or your spouse want to designate \$3 to time during 2021 did you receive, sell, or time during 2021 did you receive, sell, or and agree this status can be disclosed were 18 years of age, or under 24 and a supporting yourself? Our earned income in 2021 less than you "Yes," enter the amount of your 2019 earned our receive the third stimulus payment (Ec "Yes," enter the amount received for eac Taxpayer	o go to the Presider exchange, or other a student, at the en- to the IRS? a student, at the en- ur earned income in rned income. onomic Impact Pay	ntial Election Campaign Fivise dispose of any financed of 2021, were you in fost of 2021, were you home a 2019?	und? ial interest ir ter care on d	n any virtua or after turn	al curren	years	5
Driv	er's licer			Spouse's type of photo	Sta	ate-issued	•		
Photo ID r	number			Photo ID number					
State phot	to ID was	s issued		State photo ID was issued	·				
Date phot	to ID was	issued		Date photo ID was issued					
Date phot	to ID exp	ires		Date photo ID expires					
Accoun	nt Infori	mation for Deposits and Withdra	wals						
		Name of bank	Bank	Bank	Type of a				count for
			routing number	account number	Checking	Savings	Depo	osits	Withdrawals
Appoin	tment l	nformation							
Your 2021	appoint	ment is scheduled for							

		Deper	naent	and Other Inf	ormatic	on			
ame:								188	۱:
Dependent Information									
First and last name SSN			Has IP PIN	Relationship	Months in home	Date of birth	Disabled	Full- time student	Childcare Expenses
st dependents required to fi	o a rotum								
es No									
				redit from the IRS at	-				
If "Yes," ente the amount i	er the amount e eceived as sho	ach taxpayer r wn on IRS Let	eceived tter 6419	and the number of one of the contract of the c	:hildren tak Letter 6419	en into account t from the IRS.	o determin	ie	
Taxpaye	ar								
	"			<del></del>					
Spouse									
Spouse					ou filing a	joint retum with t	the same s	pouse th	is year?
Spouse	ied last year ar	nd filed a joint r			vou filing a	ioint retum with t	the same s	pouse th	iis year?
Spouse	ied last year ar	nd filed a joint r			ou filing a	ioint retum with t	the same s		nis year?
Spouse  If you were marr  Child and Other Depen	ied last year ar	nd filed a joint r		th your spouse, are y	ou filing a	joint retum with t	I		
Spouse  If you were marr  Child and Other Depen	ied last year ar	nd filed a joint r		th your spouse, are y	ou filing a	joint retum with t	I		
Spouse  If you were marr  Child and Other Depen	ied last year ar	nd filed a joint r		th your spouse, are y	ou filing a	joint retum with t	I		
Spouse  If you were marr  Child and Other Depen	ied last year ar	nd filed a joint r		th your spouse, are y	ou filing a	ioint retum with t	I		
Spouse  If you were marr  Child and Other Depen	ied last year ar	nd filed a joint r		th your spouse, are y	ou filing a	ioint retum with t	I		
Spouse  If you were marr  Child and Other Depen  Name of care provider	dent Care E	nd filed a joint r	retum wi	th your spouse, are y	dent State		SSN or E		Amount Pai
Spouse  If you were marr  Child and Other Depen  Name of care provider  Estimates  verpayment applied	ied last year ar	nd filed a joint r		th your spouse, are y	dent State	ioint return with t	SSN or E	EIN	Amount Pai
Spouse  If you were marr  Child and Other Depen  Name of care provider  Estimates  verpayment applied om 2020	dent Care E	nd filed a joint r	retum wi	th your spouse, are y	dent State		SSN or E	EIN	Amount Pai
Spouse  If you were marr  Child and Other Depen  Name of care provider  Estimates  verpayment applied om 2020  rst quarter	dent Care E	nd filed a joint r	retum wi	th your spouse, are y	dent State		SSN or E	EIN	Amount Pai
Spouse  If you were marr  Child and Other Depen  Name of care provider  Estimates  verpayment applied om 2020  rst quarter econd quarter	dent Care E	nd filed a joint r	retum wi	th your spouse, are y	dent State		SSN or E	EIN	Amount Pai
Spouse  If you were marr  Child and Other Depen  Name of care provider	dent Care E	nd filed a joint r	retum wi	th your spouse, are y	dent State		SSN or E	EIN	Amount Pai

## 2021 Information Pertaining to the American Rescue Plan Act (ARPA)

On March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) that authorized a third round of stimulus payments and advanced payment of the Child Tax Credit. The IRS issued notices that provided the amounts you received for these payments. This information is necessary to accurately complete your 2021 individual tax return. Information provided below explains what notice you received and how to obtain the information if you no longer have the notice or have yet to receive a letter.

## Stimulus Payment (Economic Impact Payment (EIP)

The third round of EIP or stimulus payments began mid-March 2021. Individuals could have received up to \$1,400 (\$2,800 for married couples filing a joint return). Qualifying dependents may have also received \$1,400. Unlike the first two payments, EIP3 was not limited to children under 17. Families may have received the payment based on all of the qualifying dependents claimed on the tax return. Most families received \$1,400 per person, meaning, a single person with no dependents may have received \$1,400 while a family of four may have received \$5,600. Notice 1444-C was sent following the payments and Letter 6475 will be issued in January 2022 with a combined total.

If you no longer have Notice 1444-C, or have not received Letter 6475, log in to your IRS Online Account to get the accurate amount of EIP3 received.

- 1. Go to irs.gov.
- 2. Select "View Your Account Information."
- 3. Select "Log in to your Online Account" and follow the prompts provided.

## **Advance Child Tax Credit Payments**

Under ARPA, the maximum amount for the Child Tax Credit (CTC) was increased from \$2,000 to \$3,600 for each child 5 years old and under. For children ages 6 - 17, the maximum increased to \$3,000. In July 2021, eligible families that did not opt out began receiving advanced CTC payments up to \$300 per month for each child age 5 and under and up to \$250 for each child between the age of 6 and 17. IRS will issue Letter 6419 to provide the amount received per taxpayer and how many children were taken into account to determine the amount received.

If you no longer have Letter 6419, or have not yet received it, follow the directions above to log in to your online account to access the Child Tax Credit Update Portal or log directly in to the portal using the instructions below. For married couples filing a joint return, the taxpayer and spouse will both need to log in to get the amount apportioned to each taxpayer.

- 1. Go to irs.gov.
- 2. Select "Child Tax Credit Update Portal."
- 3. Select "Manage Advance Payments" and follow the prompts provided.

## **Healthcare Coverage Questionnaire**

Name:	SSN:

Name:				SS	SN:
Heal	lthcar	e Information			
		Member of household for healthcare purposes	Covered the entire year	Covered less than 12 months	No healthcare coverage at all
YES	NO				
		Did anyone other than you or your spouse pay for healthcare coverage for	anyone listed above	?	
		Did you pay for healthcare coverage for anyone not listed above?			
		coverage for any part of the year:			
	vvnere	was the policy obtained?  Employer / Medicare / Medicaid / Marketplace(Exchange) / Other			
		t have coverage part or all of the year:			
Ans	wer YE	ES if the following applies to any member of the household  Was your previous insurance policy canceled in 2021?			
		Was coverage offered by your employer or your spouse's employer?			
		Are you a member of a federally recognized Indian tribe?			
		Are you eligible for services through an Indian healthcare provider?			
П	П	Are you a member of a healthcare sharing ministry?			
		Did you live in the United States the entire year?			
		Are you enrolled in TRICARE?			
		Did you apply for CHIP coverage?			
		Do any of the following apply to you? Do NOT indicate which one.			
		Became homeless			
		• Evicted in the past six months, or facing eviction or foreclosure			
		Received a shut-off notice from a utility company			
		Recently experienced domestic violence			
		Recently experienced the death of a close family member			
		<ul> <li>Recently experienced a fire, flood, or other natural or human-caused of that resulted in substantial damage to your property</li> <li>Filed for bankruptcy in the last six months</li> </ul>	lisaster		
		Incurred unreimbursed medical expenses in the last 24 months that res	sulted in substantial d	ebt	
		<ul> <li>Experienced unexpected increases in essential expenses due to carin ill, disabled, or aging family member</li> </ul>	g for an		

Income	
Name: SSN	
Wages & Salaries	
Provide all copies of Form W-2	
_ ,	2021 federal
Employer name	wages
Retirement	
Provide all copies of Form 1099-R	
1 Tovide all copies of Form 1099-10	
	2021
Payer name	distribution
Ves Did no bid no delegation distribution from an IDA and sinc it to an approximation all vibile to promise to a deductible contribution	0
Yes No Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contribution.	Offis?
Yes No Did you use any of the distributions for disaster or coronavirus relief?	

		ncome		
Name:			SSN:	
Form 1099-MISC Income Provide all copies of Form 1099-MISC				
				2021
	Payer name			amount
				_
			<del></del>	_
Form 1099-NEC Income				
Provide all copies of Form 1099-NEC				
				2021
	Payer name			amount

#### Income

Name:	SSN	:
<b>Dividend Income</b> Provide all copies of Form 1099-DIV & other statements that report dividend income.		
Account number Payer name	2021 ordinary dividends	2021 qualified dividends
	_	
	_	
	_	
	_	
	_	
Interest Income		
Provide all copies of Form 1099-INT, Form 1099-OID and other statements that report interest income.  Account number Payer name		2021 interest
If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address		

## **Sale of Capital Assets**

Name:				SSN	:
Sale of Capital Assets (not reported o	n Form 1099-B)				
Provide all brokerage statements		Date	Date	Sales	
Description of property		purchased	sold	price	Cost
					-
	_				
-					
Installment Sale Income					
Date acquired Date s				2021	Prior years
Selling price		• • • • • • • •		_	
Mortgages assumed				_	
Cost of property sold				-	
Depreciation allowed				_	
Commissions and expense of sale				_	
Gross profit percentage					
Interest received				Ī	
Principal payments received					
Property was sold to a related party					
Troporty was sold to a related party					

## Other Income and Adjustments

Other Income		
	2021 Taxpayer	2021 Spouse
Scholarships or grants not reported on Form W-2		
Social Security Benefits (attach Forms 1099-SSA)		
Railroad Retirement Benefits (attach Forms 1099-RRB)		
State income tax refund (attach Forms 1099-G)		
Alimony received  Divorce or separation date  Amount		
Jnemployment compensation (attach Forms 1099-G)		
Jnemployment compensation repaid in 2021		
Gambling winnings (attach Forms W2-G)		-
Naska Permanent Fund		
Jury duty pay		
ABLE distributions		
ABLE distributions		
ABLE distributions	2021	2021
Other income:  Adjustments	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
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Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spous
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse
Adjustments  Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	2021 Taxpayer	2021 Spouse

#### 2021 Schedule C - Profit or Loss from Business SSN: Name: **General Business Information** Business name Employer ID number Professional product or service Business address, city, state, ZIP Accrual Other (specify) Accounting Method: Cash This business started or was acquired during 2021. This business was disposed of during 2021. Select if this business is for: Exempt Notary income Professional gambler A clergy Newspaper delivery and you are under 18 years of age Yes No Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this business. If "Yes," you filed Forms 1099 for the individuals? You received a Paycheck Protection Program (PPP) loan for this business. If 'Yes," was any portion of the loan forgiven? Income 2021 2021 **Expenses** 2021 2021 Advertisina Car & truck expenses Commissions & fees . . . Total meals . . . . . . . . . . . . Insurance (other than health) ...... Family health coverage payments for taxpayer, spouse or dependents Other expenses (list) . . . . . . . . . . . . . . . Rent or lease (vehicles, machinery, & equipment) Rent (other business property) **Cost of Goods Sold** 2021 2021 Materials & supplies . . . . . . . . . . . . . . . . . . Inventory at beginning of year Inventory at end of year .......

Cost of labor

There was a change in inventory method.

#### Schedule E - Income or Loss from Rental Real Estate & Royalties SSN: Name: **General Property Information** Property description Address, city, state, ZIP Select the property type Single family residence Vacation / short-term rental Land Self-rental Commercial Royalties Other Multi-family residence Number of days property was rented Number of days property was used for personal use If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied This property was placed in service during 2021. Payments of \$600 or more were paid to an individual who is Yes No This property is your main home or second home. not your employee for services provided for this rental. This property was disposed of during 2021. Yes No You filed Forms 1099 for the individuals This property was owned as a qualified joint venture. Income 2021 2021 Royalties from oil, gas. Rent income **Expenses** Rental unit Rental and homeowner expenses expenses Advertising If this Schedule E is for a a multi-unit dwelling and you Auto & travel lived in one unit and rented out the other units, use the Cleaning & maintenance "Rental and homeowner Commissions expenses" column to show expenses that apply to the entire property. Use the "Rental unit Legal & professional fees expenses" column to show expenses that pertain ONLY to the rental portion of the property. Mortgage interest If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column. Other expenses

## Income or Loss from Partnerships, S Corporations, and Fiduciaries

Name:	SSN:
Partnerships, S Corporations, Estates and Trusts	
Provide all copies of Schedule K-1 and attachments	
Frovide all copies of Schedule K-1 and attachments	
Entity Name	EIN
	_
	_
	_
	<del>-</del>
	_
	_
	_

#### Schedule F - Profit or Loss from Farming SSN: Name: **General Information** Principal product Employer ID number Accounting method: Cash Accrual Other: This farm was disposed of during 2021. Yes Nο Payments of \$600 or more were paid to an individual who is not your employee for services provided for this farm. If "Yes," you filed Forms 1099 for the individuals. You received a Paycheck Protection Program (PPP) loan for this business. If "Yes", was any portion of the loan forgiven? Income 2021 2021 Sale of livestock / other items . . . . . . . . . . . . . . . . . Total cooperative distributions You used unit-livestock-price or farm-price inventory method. (Provide 1099-PATR) Other income Commodity Credit Corporation (CCC) loans: Crop insurance proceeds: You elect to defer to 2022 Amount deferred from 2020 . . . . . . . . . . . . . **Expenses** 2021 2021 Car & truck expenses Seeds & plants purchased . . . . . . . . . . . . . . . . Feed purchased ........ Veterinary, breeding, & medicine . . . . . . . . . Family health coverage payments Gasoline, fuel, & oil for taxpayer, spouse or dependents . . . . . . . Insurance (other than health) ...... Interest - mortgage (paid to banks, etc.) . . . . . . . . Rent - vehicles, machinery, & equipment . . . . . . . .

## Form 4835 - Farm Rental Income and Expenses

	SSN:
General Information	
Description	Employer ID Number
This farm was disposed of during 2021	
Income	
20 Income from production of livestock,	20
grains, & other crops	Crop insurance proceeds:
Total cooperative distributions	Amount received in 2021
Total agricultural payments	You elect to defer to 2022
Commodity Credit Corporation (CCC) loans:	Amount deferred from 2020
CCC loans reported	Other income
CCC loans forfeited	
Expenses	
	20
Car & truck expenses	Seeds & plants purchased
Chemicals	Storage & warehousing
Conservation expenses	Supplies purchased
Custom hire (machine work)	Taxes
Employee benefit programs	Utilities
Feed purchased	Veterinary, breeding, & medicine
Fertilizers & lime	Other expenses
Freight & trucking	
Gasoline, fuel, & oil	
Insurance (other than health)	
nterest - mortgage (paid to banks, etc.)	
Interest - other	
Labor hired (less jobs credit)	
Pension & profit-sharing plans	
Rent - vehicles, machinery & equip	
Rent - other (land, animals, etc.)	

## **Expenses Related to Business** SSN: Name: **Auto Expense** Name of business vehicle is used for Description of vehicle Date vehicle was placed in service Yes No Yes No Was this vehicle available for use during off-duty hours? Do you have evidence to support your deduction? Was another vehicle is available for personal use? If "Yes." is the evidence written? Mileage Number of miles the vehicle was driven during 2021 Commuting **Expenses** Insurance . . . . . . . . . . . . . . . . . . \_ Other expenses Rental fees ...... **Business Use of Home** Name of business home is used for What is the total square footage of your home that was used regularly and exclusively for business? What is the total square footage of your home? For daycare facilities not used exclusively for business, complete the following questions How many days during the year was the area used? How many hours per day was the area used? The daycare facility was in operation for the entire year **Expenses** Office expenses Home expenses Mortgage interest In the "Office expenses" column, enter those expenses that Real estate taxes pertain exclusively to your office; Excess mortgage interest in the "Home expenses" column, enter those expenses that pertain to the entire dwelling.

## **Household Employment** SSN: Name: Employer Identification Number TSJ No Yes Did you pay any one household employee cash wages of \$2,300 or more in 2021? П Did you withhold federal income tax during 2021 for any household employee? П Did you pay total cash wages of \$1,000 or more in any calendar quarter of 2020 or 2021 to all household employees? Did you pay unemployment contributions to only one state? Did you pay all state unemployment contributions for 2021 by April 18, 2022? Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax? 2021 TSJ Employer Identification Number Yes No Did you pay any one household employee cash wages of \$2,300 or more in 2021? П Did you withhold federal income tax during 2021 for any household employee? Did you pay total cash wages of \$1,000 or more in any calendar quarter of 2020 or 2021 to all household employees? Did you pay unemployment contributions to only one state? П Did you pay all state unemployment contributions for 2021 by April 18, 2022? Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax? 2021

#### **Schedule A - Itemized Deductions**

Name:	SSN:
Medical and Dental Expenses	Charitable Contributions
Health insurance premiums (paid by you)	Donations to charity Cash Noncash Amount
Long-term care premiums (you) · · · · · · · · ·	Church
Long-term care premiums (your spouse)	Boy or Girl Scouts
Long-term care premiums (dependents)	Goodwill
Mileage driven for medical purposes	Red Cross
Medical & dental expenses	Salvation Army
Doctor, dental, etc	United Way
Prescription medicines	Veterans
Insulin	Hospital
Glasses & contacts	University
Hearing aids	Other
Braces	Miles driven for charitable purposes
Medical equipment & supplies	Other Miscellaneous Deductions
Hospital services	Amortizable bond premiums
Laboratory services	Federal estate tax
Nursing services	Gambling losses
Other	Impairment-related work expenses
Taxes Paid	Claim repayments
State and local income taxes	Unrecovered pension investments
General sales tax (vehicle, boat, home, etc.)	Loss from other activities from Schedule K-1
Real estate taxes	Ordinary loss debt instrument
Personal property taxes	Excess deduction on termination
Other taxes (list)	Job Expenses & Certain Miscellaneous Deductions  Necessary job expenses you paid that were not reimbursed by your employer
	Safety equipment, tools, & supplies
Interest Paid	Uniforms
Home mortgage interest paid (attach Form 1098)	
Some of your home mortgage loan was not used to buy, build, or improve your home.	Dues to professional organizations
Home mortgage interest paid to an individual	Books & subscriptions
Paid to: Name	Other
Address	
City, State, ZIP	Tax preparation rees
SSN or EIN	Other Horipersonal expenses related to taxable informe
Home mortgage insurance premiums	Safe deposit box fees
Investment interest	invesiment expenses not entered eisewhere
	Other
	Home equity interest · · · · · · · · · · · ·

## 2021 Other Information Name: SSN: **Mortgage Interest** Provide all copies of Form 1098 Mortgage Mortgage interest insurance Real estate Lender's name received premiums taxes paid **Employee Business Expenses** You are a qualified performing artist You are a member of the clergy You are a fee-based state or local government official You used your personal vehicle for your job during 2021 You are a disabled employee with impairment-related work expenses You are a reservist NOT reimbursed Reimbursed by your employer by your employer not included in box 1 of your W-2 Overnight business travel expenses (Do not include meals & entertainment) . . . . . . . . . . . . . . . . . . **Casualties and Thefts** FEMA code FEMA code Property description Property description Property location Property location Date property was acquired Date property was acquired Date property was damaged or stolen Date property was damaged or stolen Cost of property damaged or stolen Cost of property damaged or stolen Fair market value before incident Fair market value before incident Fair market value after incident Fair market value after incident Insurance reimbursement Insurance reimbursement

## 2021 **Other Information** SSN: Name: **Education Expenses** Provide all copies of Form 1098-T Student name Student name Type of expense Amount Type of expense **Amount** Student name Student name Type of expense Amount Type of expense **Amount** Student name Student name Type of expense Amount Type of expense **Amount Job-related Moving Expenses** Select this box and complete the fields below if you are a member of the Armed Forces on active duty, and moved due to a military order for a permanent change of station. 2021 Expenses to transport and store household goods and personal effects