

TAX FORMS & DOCUMENTATION


It is necessary to provide the office with the **actual** documentation (W-2s, 1098s, 1099s, etc.) you and all household members receive. The IRS receives copies of the same documentation and matches the numbers with the amounts reported on your tax return. Information reported to the IRS is mailed to the taxpayer in envelopes clearly marked "Important Tax Documents Enclosed." Please use the checklist as reference to assemble your documentation.

INCOME

- ✓ Salary and Wage Income
 - W-2s (bring all copies plus year-end paystub)
 - Tip Income
 - Self-employment (1099-NEC, 1099-K, cash)
- ✓ Interest/Dividends
 - 1099-INT (checking/saving accounts, CDs, brokerage)
 - 1099-DIV (Mutual Funds & Stocks plus year-end statements)
- ✓ Additional Income _____
 - Disability Income (insurance or worker's compensation) (1099-R, W-2)
 - Unemployment Compensation (1099-G)
 - Refund of state or local income tax (1099-G)
 - Alimony Received or Child Support
 - Rental Income (gain/loss)
 - Short-term Rental (Airbnb, VRBO, HomeAway)
 - Retirement Income
 - Social Security Income (SSA-1099)
 - IRAs, Pensions and Annuities (1099-R, RRB-1099)
 - Veteran's Pension
 - Investments
 - Stocks, Bonds, Real Estate Sold (gain/loss) 1099-B plus Confirmation Slips (Need date acquired/sold, original cost, sale price)
 - Schedule K: Partnership, Trust, Estate Income
 - Sharing Economy (Lyft, Uber, TaskRabbit, Poshmark, Kickstarter)
 - Scholarships & Grants (1098-T, W-2)
 - Gambling & Lottery Winnings (W-2G), Fantasy Sports League, Prizes & Awards
 - Jury Duty, Election Worker Pay
 - Cancellation of Debt (1099-C, 1099-A)

EXPENSES

- ✓ Interest Expense
 - Mortgage Interest (1098)
 - Student Loan Interest (1098-E)
- ✓ Child & Other Dependent Care Expenses
 - Name and Address of Care Provider
 - Care Giver Federal ID Number or SSN
 - Amount Paid
- ✓ Medical & Dental Expenses
 - Expense total must exceed 7.5% of AGI to be claimed.**
 - Applies as an itemized deduction, expenses include Medical Insurance Premiums (paid by you), Prescription Drugs, Insulin, Eyeglasses/Contacts, Hearing Aids & Batteries, Doctor/Dental/Orthodontist, Lab Fees, Medical Equip & Supplies, Nursing Care, Medical Therapy, and Long-Term Care Insurance Premiums
- ✓ College or Post-secondary Education Expenses
 - 1098-T
 - Receipts for Course materials and textbooks
 - Financial Transcript from the Institution** – must show amount of tuition and fees paid for calendar year ending 2021. A student can access the transcript from their online bursar account.
 - Previous recipient of AOTC and/or LLC; for how many years? _____
- ✓ Charitable Contributions
 - Record keeping is the taxpayer's responsibility to claim cash and non-cash (clothing, household items, cars, etc.) contributions.
 - For 2021: \$300 (\$600 MFJ) cash only** charitable contribution deduction (even if you don't itemize). **Must provide receipt(s) for cash/check contributions to qualified charities.**
 - For cash contributions less than \$250.00, keep canceled checks or credit card statements. Cash contributions over \$250.00 require an acknowledgement of your contribution from the qualified organization or paystub/W-2 for payroll deductions.
 - For non-cash contributions less than \$250.00, keep receipts showing the charity's name, location, date and reasonable description of property donated. Non-cash contributions over \$250.00 require that you must have and retain an acknowledgment of your contribution from the qualified organization.
- ✓ Retirement Account (IRA, 401K, ROTH IRA) Contributions
 - Must have earned income to contribute
 - Maximum age restriction eliminated for 2021
- ✓ Taxes Paid
 - Real Estate Taxes
 - State & Local Income Tax

turn over 

EXPENSES CONTINUED

- ✓ Estimated Taxes Paid
 - Federal, State and/or Local
 - Due Date, Date Paid, Amount Paid
- ✓ Other Deductions and Information
 - Real Estate Sales/Purchase (HUD-1) Settlement Sheet
 - Contributions to a Retirement Account (IRA, 401K, Roth IRA)
 - 529 Plan Contributions for PA State Deduction
 - Health Savings Amount Contribution
 - Alimony Paid (for divorce decrees 2018 or prior)
- ✓ Notices you may have received from the IRS, State or Local tax authorities
- ✓ Employment Related Expenses
 - Educator Expenses: supplies used as an eligible educator (teacher, teacher's aide, counselor). Must have receipts; record keeping is the taxpayer's responsibility. Home school expenses do not qualify.
 - For **STATE & LOCAL** returns only: Unreimbursed Expenses (expenses for which the employee does not receive reimbursement) Expenses **must be for actual amount paid, estimates are not allowable**, and may include but not limited to: Dues (Union, Professional); Books, Subscriptions, Supplies; Licenses; Tools, Equipment, Safety Gear; Uniforms, Sales Expenses, Gifts; Tuition and Books (work related); Travel and mileage (if not reimbursed for exact amount). Record keeping is the taxpayer's responsibility.
- ✓ Business and Rentals
 - ESTIMATES ARE NOT ALLOWABLE**
 - Income (1099s received, cash receipts, month-end and year-end statements, bank statement and check register)
 - Business expenses (must be actual amounts paid; include copies of 1099s issued and copy of submitted 1096)
 - Business vehicle expenses (including mileage log; estimates not allowed!)
 - Home office expenses (square footage of home and office area)

To qualify the area of your home office must be exclusively and regularly used for conducting business.
A portion of expenses such as mortgage interest, insurance, utilities, repairs, and depreciation for that area may be able to be deducted.

Actual amounts paid and received must be provided. It is the taxpayer's responsibility to maintain and retain accurate records to provide substantiation for all income and expenses claimed on the return.

EARNED INCOME TAX CREDIT

You might be eligible to claim the Earned Income Tax Credit (EITC) if:

- You have earned income (wage or self-employment income)
- Your filing status is married filing jointly, head of household, qualifying widow(er) or single. You can't claim the EITC if your filing status is married filing separately.
- Your adjusted gross income (AGI) is less than:
 - \$21,430 (\$27,380 for married filing jointly) if you do not have a qualifying child
 - \$42,158 (\$48,108 for married filing jointly) if you have one qualifying child
 - \$47,915 (\$53,865 for married filing jointly) if you have two qualifying children
 - \$51,464 (\$57,414 for married filing jointly) if you have more than 2 qualifying children
- Your qualifying child for the EITC cannot be used by more than one person to claim the EITC.
- For 2021 returns, the age limit changed and currently only requires the taxpayer to be at least age 19.
- Your investment income for tax year 2021 is \$10,000 or less.
- You (and your spouse if filing a joint return) cannot be claimed as a dependent on anyone else's return.

To confirm eligibility, you must complete and sign an Earned Income Tax Credit Questionnaire. We will not prepare a claim for the Earned Income Tax Credit without a completed questionnaire. Contact the office for a questionnaire if you have not received it.