

Intake Paperwork Kit & Instructions (2021 Returns)

Please review and complete this Intake Paperwork Kit in its entirety. We ask that you take the time to carefully go through the kit and answer all questions as accurately as possible to help ensure your tax records are in good order when we receive them. All forms requiring your answers or signature should be returned to us with your 2021 tax documents.

Engagement Letter

You must “engage us” (hire us) to prepare your tax return each year. This 2-page form confirms the terms of that engagement and defines each of our roles and responsibilities. Read it carefully and keep it for your records. Your signature on the following form will indicate your acceptance of these terms along with your intent to engage us.

Taxpayer Acceptance (Terms of Engagement)/Tax Return Delivery & Payment Options

This form engages us to prepare your return and allows you to select the service options that are best for you.

- Taxpayer Acceptance (Terms of Engagement) – If you agree with the terms found in our Engagement Letter, you (and your spouse, if married) should print your name(s), then sign and date this form. Doing so “officially” hires us to prepare your return. We cannot begin work on your return until you have signed this form and returned it to us.
- Tax Return Delivery Options – Choose the delivery option that works best for you this year! We are offering you a choice of in-person appointments, curbside or inside pick up, or we can mail your tax return to you.

Consent to Use of Tax Return Information (IRC §7216 Disclosure)

This is an optional form. We are required to present this disclosure to you, but you do not have to sign it. Without your consent (signature), we’re only permitted to prepare your tax return and explain the results to you. That means we cannot provide you with any further advice, guidance or recommendations regarding tax law changes, appropriate tax strategies for you/your family, or discuss your return’s impact on any other financial matters. Your consent (signature) allows us to provide these additional types of guidance to you, when appropriate. If you’re a financial client of ours, we’re already using your tax information to make appropriate recommendations, so a signature on this form is warranted.

- If you choose to sign the form, print your name, then sign and date where indicated. *(Spouses should sign, too.)*
- If you choose not to sign the form, print your name(s) as indicated and write “DECLINED” on the signature line.

Supplemental Questionnaire (for 2021 Returns)

This form was expanded last year to address the myriad of tax changes found in several Coronavirus Relief packages that were passed by Congress. It has been modified again this year to address the Coronavirus Relief packages that can impact 2021 tax returns. A few of these questions are now asked verbatim on the 2021 tax forms, and we will have to provide IRS with your direct answers. Additionally, these questions help to make sure the information you provide is complete in hopes of avoiding unnecessary delays in finishing your return, or in your expected refund time.

- Please review the form carefully and circle your “yes” or “no” answers to all questions in Sections I through V.
- The person completing the form should read the disclosure in Section VI before signing and dating the form.
- Gather the necessary documentation to support all “yes” answers and return that to us with your tax documents.

Tax Documents Checklist (for 2021 Returns)

This checklist should be used to help gather your tax records. It references most of the tax reporting forms that our clients receive, contains many common tax deductions, and asks about other documentation required to claim certain tax credits. Please review this form carefully and gather your records accordingly. You do not have to return the checklist to us.

Return the Completed Forms to Us

When completed, the paperwork can be returned to us via any of the following means:

- Drop the completed paperwork off with the rest of your tax documents.
- Upload to your client folder through our encrypted, secure file-sharing portal.
- Mail to our office with the rest of your tax documents: 28906 Lorain Road, Suite 206; North Olmsted, OH 44070
- Email to support@halowealth.com *(Appointments can also be requested via this email address!)*

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.

Tax Preparation Services - Engagement Letter

(KEEP FOR YOUR RECORDS)

(For Engagements beginning on or after January 1, 2022)

Thank you for choosing **Halo Wealth Management, LLC** to serve your tax preparation needs. We appreciate the confidence you have placed in us. Please feel free to contact us at any point in time if you have questions about this Engagement Letter, our services or any other matters pertaining to your tax return.

THE NEED FOR THIS ENGAGEMENT LETTER: The Internal Revenue Service imposes significant penalties upon paid tax return preparers for failure to exercise due care and/or failing to meet certain due diligence requirements during the tax preparation process. Additionally, taxpayers can face severe penalties for filing inaccurate returns, fraud, misstating income or deductions and for incorrectly claiming tax credits. To better clarify our mutual responsibilities, this letter confirms the terms of our engagement and outlines the services we provide, along with those that aren't included. By signing the Acceptance of Engagement Letter Terms (included in our Intake Kit), you are effectively "engaging" us to prepare your tax return under the terms contained herewith. **Unfortunately, we cannot begin work on your tax return until you have "engaged" us!**

APPOINTMENTS AND COVID-19 PROTOCOLS: We will comply with all COVID-19 health orders put in place for our location by the State of Ohio, Cuyahoga County, or any other governmental agency and respectfully ask our clients to do the same. If you're unwilling to do so, please consider selecting one of our remote options for preparation and delivery of your tax returns.

- **Masks** - If mask mandates are not in effect at the time of your appointment, we will still be happy to wear masks when meeting with you if that is your preference. Our office is a judgement-free zone, and we want you to feel comfortable and safe while you're with us! If this is important to you, then please, just ask!
- **Service Options** - We continue to offer clients in-person, remote, and pickup options (curbside or inside) this year.
- **Remote Work** - We have full ability to work remotely and will be doing so at times during the tax season.
- **Client Traffic** - We do still plan to monitor the client flow in our office and we will utilize specific appointment times for all dropoffs and pickups again this year. This may limit the number of clients that can be seen in person for dropoffs & tax return pickups during the course of any given day.
- **Appointments** - We expect our in-person appointments to fill up quickly, especially during our limited evening hours and at peak times of the filing season. Because of this, **we will not schedule in-person pickup appointments until all the documentation needed to complete the return has been received. We will not make any exceptions to this policy.**
- **Best Practices** - We ask that you please review Tax Return Documents checklist and complete your Intake Kit in its entirety before coming to our office. This will help ensure that your documents are in order when dropping them off, eliminate any unnecessary delays in completing your tax return, and will cut down on the length of the dropoff process.

VERIFICATION OF IDENTITY: To fully meet the documentation requirements imposed on tax preparers, we must confirm the identity of every person appearing on a tax return that we prepare.

- **We will need to see the following documentation the first time a person appears on a tax return that we prepare: a Social Security card and one of the following documents: driver's license, state-issued ID or birth certificate.** Failure to provide us with this required documentation will result in the termination of this Engagement.
- **Many states, including Ohio, now require a valid state-issued ID in order to electronically file. Because of this, we will ask for updated copies of each taxpayer & spouse's driver's license or state ID whenever it is renewed.** Failure to provide a current ID could result in paper-filed returns, a higher fee and longer refund time frames.
- **In cases of divorce with minor children involved, shared parenting plans, visitation schedules and/or alimony awards, we are required to review the most recent court documentation to verify how these items (including the qualifying child status and applicable tax credits) should be handled.** Your tax return **will not** be finalized until we have reviewed these documents. Failure to provide us with this information on a timely basis will terminate this Engagement. *(When we've seen these documents once, you'll only need to provide us with future revisions as they occur. We do not need to see the same versions of these documents on an annual basis.)*

THE TAX RETURN PREPARATION PROCESS: We will prepare your federal tax return along with all applicable state, school district and/or local income tax returns unless otherwise directed by you. Though you've hired us to prepare your tax return, you are the one that is primarily responsible for the accuracy of your return and the information contained therein. Please make sure to review your tax return carefully and ask any questions you may have before signing it.

- We will depend on you to provide us with all the information required to accurately complete your tax return. It is your responsibility to provide us with true, correct, and complete information regarding your income, dependents, deductions, expenses, and tax credits in a clear, concise manner.
- We will not audit your receipts or records, but we will review them for their reasonableness. We will, of course, inform you of any material errors or potential issues we discover while reviewing your records, but our engagement should not be relied upon to uncover or disclose errors, fraud, or other illegal acts on your part.

- We may ask you to clarify or provide additional documentation for certain expenses, deductions, or credits, but will not verify the accuracy or truthfulness of the data you submit unless required to do so by law. Your tax return cannot be filed until we receive all the documentation that we are required to review and/or retain.
- Should we encounter instances of unclear tax law or potential conflicts in the interpretation of the law, we will outline the reasonable courses of action along with the risks and consequences of each. Under normal circumstances we will ultimately adopt, on your behalf, the alternative you select. However, we reserve the right to use our professional judgment in determining the best course of action for our firm – including refusing to file a return that we believe could subject us to preparer penalties and/or sanctions.
- If we receive your tax information and all supporting documentation by Thursday, March 24th, we will make every effort to fully complete and timely file your returns by the April 18th filing deadline. Delays in submitting any of the required information past the March 24th cutoff point may result in our office filing an automatic extension on your behalf but will not relieve the need for timely payment of any estimated balances due.
- We are under an e-file mandate from IRS, so we will file your federal, state & local returns electronically whenever possible, unless you choose the paper-filing method. You understand that you are responsible for mailing any returns that are not e-filed to the appropriate taxing authorities and/or paying all balances due by their respective deadlines. We do not mail completed tax forms or payments to IRS or other taxing agencies on our clients' behalf.

END OF AGREEMENT: Our engagement to prepare your tax return(s) will conclude with the delivery of the completed returns to you and/or the subsequent e-file transmittal of your tax return(s). Any additional services that are requested by you or provided to you will result in a separate engagement and additional fees being charged.

RECORD RETENTION: We will return your original records to you and provide you with a copy of all returns prepared by us at the end of this agreement. You should securely store these records, along with all supporting documents, receipts, canceled checks, logbooks etc., as these items may be needed later to prove the accuracy and completeness of your tax return.

- We will retain and securely store copies of your tax returns and supporting documentation along with our work in paper and/or electronic format for the time required by IRS and/or any other regulatory body, after which these documents will be destroyed. We are currently required to retain these records for 3 years.
- Our office has a written plan for safeguarding client information that we train our employees on and strictly adhere to while your personal information, tax documents and/or retained records are in our possession.
- Beyond the required retention period, you understand that we may not be able to produce copies of any tax returns we have prepared for you, or any supporting documentation used during that process.

PENALTIES & EXAMINATION OF RETURNS:

- You understand that taxing agencies have the right to examine your returns and that you are the sole party responsible for retaining all cancelled checks, receipts, logbooks, financial records, and other documentation necessary to support the information contained in your tax returns should an examination occur.
- As a client, it is your responsibility to contact us immediately if you discover additional information that will lead to a change in your return or if you receive a notice from the Internal Revenue Service or a state/local tax department.
- The law imposes penalties when taxpayers understate their tax liability, whether it is done intentionally or unintentionally. Please call us if you have concerns about such penalties.

FEES FOR SERVICE: Your tax preparation fee will be based on the complexity of your tax return and/or the time it takes to prepare the return, with a minimum fee of \$100 (\$50 for dependents). Our fee includes: a) preparation of your federal, state and/or city returns, b) electronic filing of all eligible returns, c) direct deposit of eligible refunds, d) e-pay services for your eligible balance dues, f) assembly of all paper returns & payment vouchers, ready for signature and/or mailing, g) copies of all returns we prepare for you, and h) delivery of completed returns to you via USPS Priority Mail service, if requested.

- Your tax preparation fee does not include financial planning services or investment advice, even if the nature of the advice could be considered tax related. You must engage us separately for those services.
- Your tax preparation fee does not include accounting, recordkeeping, or bookkeeping services. However, we will organize your documentation and/or perform calculations to the extent that it is necessary to complete your tax return. We currently bill at the rate \$80/hour for these services, in addition to the normal tax preparation fee.
- Projections and tax planning services are not included in your tax preparation fee and require separate engagement.
- You will be billed separately should you choose to engage us to represent you (or to respond on your behalf) regarding any communications with IRS or other taxing agency unless an error on our part caused the initial communication.
- We currently charge the following additional fees: \$25 for any missed appointment (in-person or virtual), \$25 for each extra copy of a prior year tax return, a minimum fee of \$50 for income verification letters or Profit & Loss Statements.
- All invoiced amounts are due in full upon delivery of your tax return and before electronic filing. To the extent permitted by state law, an interest charge may be added to all accounts not paid in full within 30 days.

SIGNATURE: Please sign the Acceptance (Terms of Engagement Letter) to indicate your understanding & intent to engage us.

Please complete the Acceptance (Terms of Engagement Letter), then select your preferred methods for delivery & review of your completed tax return.

ACCEPTANCE (TERMS OF ENGAGEMENT LETTER)

Engagements beginning on or after January 1, 2022:

I/We have received a copy of Halo Wealth Management's Engagement Letter and have been given an opportunity to ask any questions I/we have about its terms. My/our signature(s) below indicate(s) acceptance of the terms of this Engagement, my/our agreement to follow all COVID-19 protocols that are in place at the time and engages Halo Wealth Management's tax preparation services. (Please note that we cannot begin work on your tax return until you sign this Acceptance. If you are married, both spouses should sign.)

Taxpayer's Printed Name

Spouse's Printed Name

X _____
Taxpayer's Signature

X _____
Spouse's Signature

Date of Taxpayer's Signature

Date of Spouse's Signature

TAX RETURN DELIVERY OPTIONS

Please note that in-person appointments with Brian will be limited at times this year and we expect they will fill up quickly, especially during evening hours and at peak times. We will not schedule an in-person appointment for you until all documents needed to complete your return have been received. If you'll be coming to our office for an in-person appointment with Brian or to pick up your completed return, please remember that payment in full is due at that time.

If you would like your completed tax return mailed to you, we will send it via USPS Priority Mail at our expense. We will notify you when your return has been completed, and we will discuss your payment options with you at that time.

Please select one of the following delivery options:

_____ APPOINTMENT - I would like to meet with Brian when my tax return has been completed.

_____ PICKUP - I would like to pick up my tax return from your office (circle one): CURBSIDE INSIDE

_____ MAIL - I would like my completed tax return mailed to my address of record.

If you selected PICKUP (Curbside/Inside) or MAIL, please choose one of these Tax Return Review options:

_____ NO REVIEW - I do not need a follow-up call or Zoom meeting to review my tax return results.

_____ PHONE - I would like for Brian to call me to discuss the results of my tax return.

_____ ZOOM - I would like to discuss the results of my tax return with Brian via a Zoom meeting.

If you chose to have your tax return MAILED to you, please indicate your preferred method of signing:

_____ PAPER - I would like to receive paper forms for signature and I will mail the signed forms back to you.

_____ E-SIGNATURE - I would like to sign my tax return documents electronically for an extra fee.
(There is an extra \$5/person fee for E-Signatures. Use of our Secure File Sharing portal is required, also.)

X _____
Signature of Taxpayer or Spouse

Date

Consent to Use of Tax Return Information (IRC §7216)

(rev. 2022-01)

Halo Wealth Management, LLC - Brian Olah

(“we,” “us,” and “our”)

Printed name of tax preparer

Federal law requires this consent form be provided to you (“you” refers to each taxpayer, if more than one). Unless authorized by law, we cannot use, without your consent, your tax return information for purposes other than the preparation and filing of your tax return.

You are not required to complete this form to engage our tax preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. Your consent is valid for the time period you specify. If you do not specify the duration of your consent, your consent is valid for one year.

If you do not consent, then you may still have your tax return prepared and electronically filed by us for a fee.

For purposes of full disclosure, our tax preparation services are now secondary to our financial planning & wealth management services. Halo Wealth Management currently provides our clients with fee-based financial planning services, fee-based investment advisory services, other forms of fee-based consulting services, and a vast array of financial products & solutions through our relationships with Cadaret, Grant & Co., Inc., and its product partners.

Determining whether the use of these other products and services might be beneficial to you requires us to use and analyze your tax return information. Your privacy is important to us, so this “use & analysis” is always done in-house, by us - and we never sell our clients’ information to third parties. If you would like us to perform this analysis, please sign and date this consent to the use of your tax return information.

By signing below, you (including each of you if there is more than one taxpayer) authorize us to use the information you provided to us during the preparation of your tax return to determine whether to present you with the opportunity to hear more about any of the other products & services we offer.

Printed name of Taxpayer: _____

Signature: X _____ Date: _____

Printed name of Spouse: _____

Signature: X _____ Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at complaints@tigta.treas.gov.

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SUPPLEMENTAL QUESTIONNAIRE FOR 2021 TAX RETURNS

In completing this questionnaire, please be aware that the terms “household” & “your household” are used interchangeably and refer to you, your spouse, your dependent children, and any other person that qualifies you or your spouse to claim Child Tax Credit, Other Dependent Credit, and/or the Earned Income Credit. It also includes any person that qualifies you to use the Head of Household filing status if unmarried or considered unmarried.

Please complete Sections I-VI by answering all of the following questions & signing this form:

SECTION I. Life Events & General Information

- | | | |
|---|-----|----|
| A. Were there any births in your household during 2021?
<i>(If so, please provide birth certificates & Social Security Cards for new dependents.)</i> | YES | NO |
| B. Have there been any deaths in your household since 12/31/2020?
<i>(If so, please provide Death Certificates for deceased family members.)</i> | YES | NO |
| C. Has your marital status changed since 12/31/2020?
<i>(If so, please provide your marriage certificate if you got married. Provide a Separation Agreement, Divorce Decree, Dissolution paperwork, and/or a Shared Parenting Plan if your marriage ended or is in the process of ending.)</i> | YES | NO |
| D. Were there any changes to child visitation schedules or custody arrangements in 2021?
<i>(If so, please provide us with updated documents. Answer “no” if this doesn’t apply to you.)</i> | YES | NO |
| E. Have you moved since 12/31/2020?
<i>(If so, please provide a list of all address and the dates you lived at each location.)</i> | YES | NO |
| F. Did you change your banking information since filing your 2020 return?
<i>(If so, please provide us with updated banking information if you want to receive your refund via Direct Deposit or pay your balance due by Electronic Funds Withdrawal.)</i> | YES | NO |
| G. Will anyone else sign documents for (or on behalf of) the taxpayer or spouse listed on this return? <i>(If so, please provide us with the most recent version of the Power of Attorney form or other legal authorization if we don’t already have those on file.)</i> | YES | NO |
| H. Have you (or your spouse, if married) been issued Identity Protection PINs by IRS?
<i>(If yes, provide Notice CP01A from IRS with your tax documents.)</i> | YES | NO |

SECTION II. Coronavirus-Related Tax Implications:

- | | | |
|---|-----|----|
| A. Did your household receive the third Economic Impact Payment (EIP3) in early 2021?
<i>(If so, be sure to include <u>IRS Letter 6475</u>, <u>Notice 1444-C</u> or a <u>report from your IRS.gov account showing the EIP3 amount</u> with your tax documents.)</i> | YES | NO |
| B. Did your household receive Advance Child Tax Credit Payments during 2021?
<i>(If so, be sure to include <u>IRS Letter 6419</u> or a <u>report from your IRS.gov account that shows your Advance Child Tax Credit payments</u> with your tax documents.)</i> | YES | NO |
| C. Were you or any member of your household unemployed for any portion of the year?
<i>(If so, be sure to include any 1099-G forms that were issued.)</i> | YES | NO |
| D. Did you or your spouse work outside of your normal work city due to COVID-19?
<i>(This includes working remotely if your residence is not in your normal work city. If so, please provide us with a brief explanation that includes the duration and circumstances.)</i> | YES | NO |
| E. Did any member of your household take an early retirement plan distribution due to COVID-19 in 2021? <i>(If so, please provide us with a brief explanation of the COVID-related circumstances that led to the distribution. There was relief granted for distributions of this nature on 2020 returns, and our hope is that it may be extended for 2021 returns, as well. However, as of 1/31/2022 this extension has not yet occurred.)</i> | YES | NO |

SECTION III. Foreign Accounts & Virtual Currency:

- A. At any time in 2021, did you or a member of your household have a financial interest in, or signature authority over a financial account (such as a bank account, securities account or brokerage account) located in a foreign country? YES NO
- B. At any time in 2021, did you or a member of your household receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? (*Answer “yes” to this question if anyone in your household owned cryptocurrency at any point during 2021.*) YES NO

SECTION IV. Income:

- A. Did you or any member of your household receive compensation from participating in the “Gig Economy” at any point during 2021? (*The “Gig Economy” is defined as any short-term, temporary employment or contracting work. Examples include freelancing, music/performing arts, AirBnB & HomeAway rentals, courier services, Uber, Lyft, Shipt, Instacart, GrubHub, DoorDash & UberEats drivers, etc. If you participated in any of these endeavors, please provide us with detailed income, expense & mileage records for 2021.*) YES NO
- B. Did you or any member of your household perform services or earn income for which no tax reporting form (W2 or 1099-NEC) was received? (*If so, please provide detailed records of income earned and expenses incurred.*) YES NO
- C. Did you or any member of your household receive tips that were not reported to their employer in 2021? (*If so, please provide us with records of that income.*) YES NO
- D. Did you or anyone in your household organize, receive, or distribute money from Crowdfunding Activities (like GoFundMe, YouCaring, KickStarter or Indiegogo) in 2021? (*If so, please provide a written statement detailing your involvement, the amount of income you received or paid out, along with any other documentation that you have.*) YES NO
- E. Did anyone in your household have a debt cancelled, forgiven, or reduced in 2021? (*If so, please provide all 1099-A and/or 1099-C forms that were issued to you.*) YES NO
- F. Has your household reported all the income its members earned or received in 2021? YES NO

SECTION V. Miscellaneous:

- A. Did anyone in your household purchase health insurance coverage from the Health Insurance Marketplace (an Obamacare/State Exchange) for any part of 2021? (*If so, please include all 1095-A Forms issued to members of your household.*) YES NO
- B. Did you or your spouse make any cash donations to charities in 2021? (*“Cash” includes donations via check, credit card or ACH/EFT. If so, please provide us with records of those donations, even if you don’t usually itemize your deductions as there is now an above-the-line charitable donation deduction for non-itemizers.*) YES NO
- C. Did anyone in your household make a gift of over \$15,000 to any one individual in 2021? (*This includes money, real estate interests, retitling of assets, and personal possessions.*) YES NO
- D. Did anyone in your household purchase a new hybrid, alternative motor, or electric vehicle in 2021? (*If so, please provide us with the dealer invoice and VIN #.*) YES NO

SECTION VI. Disclosures & Signature - Providing inaccurate answers on this form could result in a misstatement of your tax liability and may be considered a form of tax fraud. Your signature below indicates your understanding and attests to the completeness & truthfulness of the information you have provided.

(Printed Name of Person Completing Sec. I-VI)

X _____
Signature

Date

Tax Documents Checklist (for 2021 Returns)

This checklist is designed to assist you in gathering your tax documents and supporting information, but it should not be used as an all-inclusive resource. If you need more assistance compiling your records, several PDF fillable tax organizers (listed on the back page) can be found on the "Resources for Tax Season" page of our website. However, a thorough review of this checklist combined with a carefully completed Supplemental Questionnaire for 2021 Returns should be sufficient for most of our clients!

GENERAL INFORMATION & LIFE EVENTS

- Intake Paperwork Kit - Bring completed kit with you, signed by taxpayer & spouse. (Keep the Cover Page & Engagement Letter)
- Photo ID - Provide updated copies of taxpayer & spouse's photo ID if renewed since filing last year's return.
- Direct Deposit - Provide updated account info, when necessary. (Void checks work best.)
- Did you move since 12/31/2020? (If so, please provide a list of your addresses and dates of residency.)
- New Dependents in 2021? - If so, please provide a Birth Certificate (or photo ID) & Social Security Card.
- Deaths in your family since 12/31/2020? - If so, please provide a Death Certificate if we don't already have one on file.
- Legal Documents - Provide new or updated copies of all legal paperwork that impacts your tax return (Dissolutions, Divorce Decrees, Shared Parenting Plans, Separation Agreements, Powers of Attorney, etc.).
- Did IRS issue you an Identity Protection PIN? (If so, please provide Notice CP01A from IRS.)

CORONAVIRUS RELIEF

- * Stimulus Payment - Provide [IRS Letter 6475](#) or [Notice 1444-C](#) if you received the third stimulus payment (EIP3) in early 2021.
 - * Advance Child Tax Credit - Provide [IRS Letter 6419](#) if you received Advance Child Tax Credit Payments in 2021.
- * Printouts of your IRS.gov account showing either of these amounts can be provided in lieu of the IRS Letter(s).**

INCOME

- Employment/Wage Income (Form W-2)
- Disability Insurance Payments or Third-Party Sick Pay (When reported to you on a W2 form)
- Self-Employment Income (Including all Forms 1099-NEC that you received.)
- Pension & Annuity Income (Form 1099-R)
- IRA & Roth IRA Withdrawals (Form 1099-R)
- IRA and/or Retirement Plan Rollovers (Form 1099-R)
- Interest Income (Form 1099-INT)
- Dividends, Capital Gains & Tax-Free Interest/Dividends (Form 1099-DIV)
- Sales of Stocks, Bonds, Mutual Funds or Other Assets (Form 1099-B or account statement, if no 1099-B)
- Social Security and/or SSI Disability Income (Form SSA-1099)
- Railroad Retirement Benefits, Tier I & Tier II (RRB-1099 & RRB-1099R)
- Gambling Winnings (Form W-2G)
- Unemployment Compensation (Form 1099-G)
- State & Local Income Tax Refunds and/or Credits (Form 1099-G)
- Rental & Royalty Income (Including all 1099-MISC Forms that you received.)
- Corporate, Partnership, Estate of Trust Income (Form K-1)
- Cancellation of Debt Income, including credit cards and mortgages (1099-C and/or 1099-A)
- Alimony Received (Including amount received & date of divorce along with name & SSN of the payer.)
- Other income that wasn't reported to you on a tax document (Jury Duty pay, "Gig Economy" earnings, contest winnings, etc.)

DEDUCTIONS & CREDITS

- Alimony Payments (The amount paid in 2021, the date of divorce, plus the name & SSN of the recipient.)
- Student Loan Interest (Form 1098-E and/or Letters from Private Lenders)
- TEACHERS/EDUCATORS** - Unreimbursed Education Expenses (Classes & books, classroom supplies incl. PPE/COVID supplies.)
- IRA Contributions (Including SIMPLE IRAs & SEP IRAs)
- HSA and/or MSA Contributions (Form 5498-SA)
- 529 Plan Contributions (Include your 12/31/2021 statement showing your total annual contributions.)
- Medical Insurance Premiums for policies that **WERE NOT** purchased through your employer (Medical, Dental, Vision, Medicare Advantage Plans, Medicare Supplementals, Prescription Plans & Long-Term Care Insurance premiums)
- Medical Expenses (Bills, Copays, Prescriptions, Eyecare, Dental, Orthodontics, Medical Supplies & Equipment)
- Medical Mileage (Driving to & from medical appointments, to receive care, to fill prescriptions, etc.)
- Mortgage & Home Equity Loan Interest (Form 1098-INT)
- Mortgage Insurance Premiums (Form 1098-INT)

- Property Taxes (Form 1098-INT and/or proof of payment if paid directly to County Auditor.)
- Personal Property Taxes (Proof of Payment)
- State & Local Tax Payments (Prior year balance dues & 2021 estimated payments)
- Sales Taxes Paid on Major Purchases (boats, vehicles, appliances, windows, etc. - provide the paid invoice, receipt or sales slip)
- Charitable Donations - Cash, Check, Credit Card & ACH (Itemized list and receipt/statement if a donation exceeds \$250.)
- Charitable Donations - Noncash Items (Include receipts and an itemized listing of the items you donated.)
- Charitable Mileage (Miles driven while donating to or volunteering for qualified charitable organizations.)
- Casualty & Theft Losses - Lost, Damaged or Stolen Property (Provide the incident date, the value of property before & after the incident, and any reimbursements you received from insurance companies or other sources.)
- Gambling Losses (Deductible only to the extent of winnings claimed.)
- College Tuition Payments (Form 1098-T and a printout of the Bursar/account statement for 2021.)
- Books & Other Qualified Education Expenses for College Students (Undergraduate Students, only!)
- Child Care Expenses (Include a statement from provider that includes the total amount paid in 2021 along with the name, address, Tax ID & phone number of the person/company/agency providing care.)
- Energy Efficient Improvements made to your Main Home (Windows, doors, insulation, furnaces, boilers, air conditioners and similar items with Energy Star ratings - Bring products specs and the store receipt!)
- Energy Efficient Vehicle Purchases - Hybrid, Alternative Motor, Electric Motor (Provide dealer invoice & VIN number)

PURCHASES, SALES OR REFINANCES OF HOMES OR RENTAL PROPERTIES

- HUD-1 Settlement Statements and/or ALTA Closing Disclosures from home purchases, sales, refinances or new Home Equity Loans (including personal residences, second homes and/or rentals).
- If you sold your primary residence, second home or rental property in 2021, please bring the HUD-1 Settlement Statement from the purchase of that home.
- If you sold your primary residence or second home in 2021, please bring an itemized listing of the permanent improvements you made to the property while you owned it (including a description of the work, and approximate date & the cost).
- If you sold your primary residence, second home or rental property in 2021, please bring an itemized listing of the repairs you made to get the home ready for sale.

OTHER ITEMS TO BRING

- Remote Work/Work from Home - Outside of your normal work city due to COVID-19? (Please provide a brief explanation of the circumstances that caused this to happen along with the beginning & ending dates, and number of hours/days per week.)
- Health Insurance Marketplace Coverage - If you purchased coverage through an exchange. (Form 1095-A) *****REQUIRED*****
- Employer/Other Health Insurance Coverage (Forms 1095-B & 1095-C) **(If received. They aren't mandatory for taxes.)**
- Roth IRA Contributions for 2021 (Taxpayer and/or Spouse)
- HSA and/or MSA Withdrawals (Form 1099-SA)
- 529 Plan Withdrawals (1099-Q, along with documentation for all qualified educational expenses paid with those funds.)
- GoFundMe or other Crowdfunding Activities (Provide a brief explanation in writing if you organized, received or distributed money from one of these activities in 2021. Provide any other supporting documentation that you have.)
- Virtual Currencies/Cryptocurrencies (If you owned cryptocurrency at any point in 2021, please provide all tax-related documents and tax statements from the platform that held your digital assets. Examples: Robinhood Crypto, Coinbase, eToro, etc.)

YEAR-END (12/31/2021) INVESTMENT STATEMENTS (for accounts we do not already manage)

- Employer Retirement Accounts (401k plans, 403b plans, 457 plans, OPERS, pension plans, Ohio Deferred Compensation, etc.)
- IRA Accounts (Traditional IRA, Roth IRA, SIMPLE IRA, SEP IRA, etc.)
- College Savings Accounts (529 Plans & Coverdell ESAs)
- Other Investment Accounts (Mutual Fund, Brokerage Accounts, Online Brokerage Accounts, UGMA/UTMA Accounts, etc.)

NEED ADDITIONAL HELP? - Visit our website to download these fillable, PDF organizers:

(We encourage you to use our supplemental organizers to help maximize your deductions on the following forms:)

- 2021 Comprehensive Tax Organizer
- 2021 Schedule A Organizer (Itemized Deductions)
- 2021 Schedule C Organizer (Business Income & Expenses)
- 2021 Schedule E Organizer (Rental & Royalty Income & Expenses)
- Child Care & College Education Expense Organizer
- Salvation Army Non-Cash Donation Calculator (For use in totaling the value of your donated goods.)
- Vehicle Expense & Business Use of Home Organizer (For use with the Sch. C and Sch. E Organizers.)