

Tax Checklist

Please review all and sign and date on page 4 to initiate processing.

TAXPAYER INFORMATION – New clients please provide State ID and copies of Social Security cards.

Filer Name		Spouse Name	
Legally Blind?	✓ if yes	Legally Blind?	✓ if yes
Occupation		Occupation	
Cell Phone		Cell Phone	
E-Mail		E-Mail	
House Phone			
Address			

DEPENDENTS – Generally you may claim your children up to age 18, or age 23 if you provide more than half of their support and they are full-time college students for some part of each of any 5 calendar months during 2020. If not in college 5 months, over age 23 and you still provide more than half of the support, you may claim your child if they are permanently and totally disabled OR they earned less than \$4,300. The \$4,300 rule also applies to any other qualifying relative you may support. If you support such a relative, please provide Social Security card, State ID and relationship to you. For any births or adoptions in 2020, please provide birthdays and Social Security card.

Note: If your child must file a tax return, coordination with your tax filing is essential. Generally, your child would file a tax return if their investment income is greater than \$1,100; other income (from W-2) is greater than \$12,400; or the child earned income from a Gig of \$400 or more.

Name	Months Lived At Home	Job Income	Investment Income	Day Care Expenses

DAY CARE EXPENSES – Care must enable you to work or attend school FULL-TIME, for any dependent under 13 or, 13 and older and physically/mentally incapable of self-care. Provide annual statement showing amount, provider’s name, address and identification number.

TAX DOCUMENTS – These are typically received between end of December and end of February

<p>W-2 Include last paystub.</p> <p>1099-R – Pensions, Annuities, IRAs.</p> <p>SSA-1099 or RRB-1099 – Soc. Sec. & Railroad.</p> <p>1099-G Unemployment Compensation.</p> <p>1099-INT - Interest Earnings.</p> <p>1099-DIV - Dividend Earnings.</p> <p>1099 Consolidated Tax Statement from Brokerage</p> <p>1099-MISC for Prizes, awards, miscellaneous.</p> <p>1099-NEC – Nonemployee Compensation.</p> <p>K-1 – Partnerships, Estate and Trusts, & S-Corporations.</p> <p>1099-A and 1099-C - Debt relief</p> <p>W-2G - Gambling Winnings (see Questions).</p> <p>Identity Protection PIN – if anyone in the family received a PIN letter from the IRS, please bring it.</p> <p>Coronavirus-Related Retirement Distribution – Mark your 1099-R so we know to report over 3 years, unless you opt out.</p> <p>Notice 1444 -Stimulus Payment – provide letter or confirm amount received by check or direct deposit: \$</p>	<p>Real Estate Tax Bill – for any taxes PAID in 2020.</p> <p>1098 – Mortgage interest statements.</p> <p>Rent Certificate – disabled, > 62 and < \$24,680 income.</p> <p>1099-SA – HSA distributions.</p> <p>1095-A – ACA Marketplace Insurance Statement.</p> <p>1098-C – donation of car, boat.</p> <p>1098-T – college tuition.</p> <p>Student Account Statement – provided by college.</p> <p>Scholarships, fellowships & grants</p> <p>1098-E – student loan interest.</p> <p>529 Contribution Year End Statement</p> <p>Private School Tuition Statement</p>
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OTHER INCOME

Alimony – pre ‘19	\$	Unreported Tips	\$	Jury duty	\$
Estate/Trust Fees	\$	Hobby income	\$	Fantasy sports	\$
Court settlements	\$	Other	\$	Other	\$

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ADJUSTMENTS TO INCOME & OTHER ITEMS		FILER	SPOUSE
Forms 5498 - Traditional IRA Contributions (may be made by April 15, 2021 for 2020).		\$	\$
Forms 5498 Roth IRA Contributions (may be made by April 15, 2021 for 2020).		\$	\$
Forms 5498-SA – Health Savings Account (HSA) Contributions.		\$	\$
K-12 School Professional - unreimbursed classroom expenses.		\$	\$
Alimony Paid – from unmodified divorce decree before 1/1/2019. New clients please bring in copy of divorce papers.			
Filer's Ex	\$	Name:	SSN:
Spouse's Ex	\$	Name:	SSN:
Sales Tax – untaxed online & out-of-state purchases. List total purchase.		\$	
Charitable Contributions up to \$300. List additional amounts on page 3.		\$	

QUESTIONS –	✓ all that apply
Check if you want to contribute \$3 to the Presidential Campaign – does not affect tax paid or refund. Filer:	Spouse:
How much total rent did you pay in 2020? \$	✓ if heat was included with rent.
You have a foreign bank account or investment balance OVER \$10,000 at ANY time during the year.	
You sold jewelry, gold/silver, other precious metals and collectibles.	
You sold anything for a profit on the internet or garage/rummage sale. Note: Profit means you bought an item and sold it at a higher price.	
You sold, received, sent, exchanged or otherwise acquired a financial interest in virtual currency.	
You bought, sold or gifted real estate in 2020. Please provide all documentation substantiating these transactions.	
You made a gift of money or property to ANY individual in excess of \$15,000 (\$30,000 for joint filers).	
You had Adoption Expenses. Please provide amount and let us know if it is a "special needs child" adoption.	
You had gambling income (whether reported on W2-G or not). Provide gambling diary/casino records to determine allowed losses.	
You received an IRA distribution, not COVID-related, that was fully or partially rolled over within 60 days.	
You directly (not through an agency) employ nanny, caregiver, etc.	
You installed Energy Star-approved insulation, doors/windows or roof; geothermal heat pumps, small wind turbines, solar energy systems, or fuel cells in your home.	
You had casualty and theft losses from a Presidentially Declared Disaster Area.	
You had investments become worthless or were the victim of investment theft.	
You are unable to collect on a personal loan. Provide signed Promissory Note, letters requesting payments and proof of all collection efforts.	

ITEMIZED DEDUCTIONS – Standard Deduction will often be higher, but itemized may still be deductible for State.				
2020 Standard Deductions	Single	Married Filing Jointly	Married Filing Separately	Head of Household
	\$12,400	\$24,800	\$12,400	\$18,650
If 65 or older, or blind, ADD (per person)	\$1,650	\$1,300	\$1,300	\$1,650

REAL ESTATE TAXES – List Business or Rental property taxes separately. Provide Tax Bills and proof of payment for:		
1 st Home \$	2 nd Home \$	Investment (Land, etc.) \$

ESTIMATED INCOME TAXES – Provide amounts and dates and confirm with your bank records. Incorrect amounts will result in tax agency correspondence after return is filed.			
Due Date	Date Paid	Federal	State
1 st – Due 04/15/2020		\$	\$
2 nd – Due 06/15/2020		\$	\$
3 rd – Due 09/15/2020		\$	\$
4 th – Due 01/15/2021		\$	\$

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SALES TAXES There are two options: 1) Your records or 2) a standard amount provided by IRS based on income and ZIP.	
Total From Your Records \$	or <input type="checkbox"/> to opt for standard amount.
\$	Additional sales tax on Motor Vehicles, Boats, RV, Motor Home.

MORTGAGE INTEREST ON HOME(S) (also boat or RV that can be used as a home) **Bring ALL Forms 1098**
 Interest from credit cards, personal loans and home equity loans (unless loan used for home) is NOT deductible. Please provide HUD or closing statement if you refinanced in 2020. If total loans exceed \$750,000, please call for special rules.

Mortgage interest: Primary Home

Mortgage interest: 2nd Home

Mortgage interest: Boat, RV, etc.

HOME EQUITY LOANS – deductible ONLY to extent proceeds were used to buy, build or SUBSTANTIALLY improve the home.			
	Equity Loan 1	Equity Loan 2	Equity Loan 3
Amount Borrowed	\$	\$	\$
Amount used to buy, build or substantially improve your home.	\$	\$	\$

CHARITABLE CONTRIBUTIONS – Must be made to Qualified Organizations. Written acknowledgement by charity is required for any SINGLE contribution of \$250 or more at time of donation. **Keep these acknowledgements in your files for audit purposes.**

CASH/CHECK/CREDIT CARD DONATIONS – All donations MUST be supported with either a bank record or written verification from the charity. NOT DEDUCTIBLE: Raffle tickets, political contributions, tuition to church, club dues, your time/services and any cash donation without a receipt from charity or bank record.

Total from your records	\$	Payroll withholding	\$
Special license plates	\$	Charity miles driven	mi.

PROPERTY DONATIONS – You must obtain a receipt for ANY amount contributed. Receipt should indicate date, name/address of organization; description of items and value assigned to each. If total contributions are more than \$500, receipt details need to be submitted with the tax return. If you need assistance in valuing items, visit <https://satruck.org/Home/DonationValueGuide>.

Goodwill	\$	Purple Heart	\$
Veterans	\$	Salvation Army	\$
Council of the Blind	\$	Other	\$

Form 1098-C is required when donating a car or boat with over \$500 value, as well as letter of acknowledgement from organization.

MEDICAL EXPENSES – NOTE: May be beneficial for State regardless of IRS limits.

INSURANCE – do not include Medicare premiums already included on your Social Security statement for Parts B and D.

Private insurance	\$	Medicare Part B paid by check	\$	Long-Term Care Insurance
Dental insurance	\$	Medicare Part D paid by check	\$	Filer: \$
Vision insurance	\$	Medicare Supplement	\$	Spouse: \$

OUT OF POCKET MEDICAL - Detailed organizer available upon request

Prescriptions	\$	Eyeglasses and contact lenses	\$	Deductible only if greater than 7 ½% of your income. Do not include medical expenses reimbursed by Medicare, insurance, health savings account (HSA), or health reimbursement fringe benefit through your employer.
Hospitals	\$	Medical equipment/supplies	\$	
Clinics	\$	Hearing aids, batteries	\$	
Doctors	\$	Ambulance	\$	
Dentists	\$	Parking	\$	
Nursing home / in-home care	\$	Taxi, Uber, etc. (medical reason)	\$	
Labs, x-rays	\$	Medical miles	mi.	

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EDUCATION			
List Each Student	Name	Name	Name
A. COLLEGE – Forms 1098-T In addition, please provide student account statement. Note: Loans qualify for credits.			
✓ IF Full-time →			
Tuition – First 4 Years	\$	\$	\$
Tuition – After 4 Years	\$	\$	\$
Fees and Course Materials	\$	\$	\$
B. WISCONSIN PRIVATE SCHOOL TUITION – K-12 grades , provide tuition statement and proof of payment.			
What Grade is Child in? Indicate by K-12 →			
Tuition Amount	\$	\$	\$
C. STUDENT LOAN INTEREST – Forms 1098-E			
Amount Paid	\$	\$	\$
D. QUALIFIED TUITION PLANS (529) and COVERDELL EDUCATION SAVINGS ACCOUNTS – Provide Year End Statements indicating amount of contribution.			
Contribution – 529 Plan	\$	\$	\$
Contribution - Coverdell	\$	\$	\$
E. EDUCATION PLAN DISTRIBUTIONS – Forms 1099-Q Certain expenses, although not deductible, must be reported to justify tax-free distributions from Coverdell Accounts, Qualified Tuition (Sec. 529) Plans and Savings Bond Exclusions. If you had such distributions, enter the amounts below.			
Books & Supplies	\$	\$	\$
Room & Board	\$	\$	\$
Computers and Internet	\$	\$	\$
Special Needs Equipment	\$	\$	\$

Signature _____ Date _____

SPECIAL TAX ORGANIZERS These are available upon request by mail or visit our website at www.lakeshoretax.com	
<i>Rental Property Income & Expenses</i>	<i>Business Income & Expenses</i>
<i>Gambling Loss Diary</i>	<i>Medical Expenses</i>

USE BANK INFORMATION ON FILE? Yes No Enter new info below or provide voided check.			
DIRECT DEPOSIT REFUND? Yes No		DIRECT WITHDRAWAL FOR TAX DUE? Yes Date: No	
Bank Routing Number (must be 9 numbers)			
Account Number – up to 17 digits; include dashes, skip spaces and symbols.			
Bank Name		Type:	Checking Savings