

BRINK & ASSOCIATES CPA's, LLC

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2021 INDIVIDUAL TAX ORGANIZER

Dear Tax Client:

The owner and staff of Brink & Associates CPA's, LLC hope you and your families had a terrific holiday season! Tax time is approaching rapidly and we are thrilled to be of service to you for another tax season. This organizer is meant to assist you in gathering your information, so we can prepare your returns accurately and cost effectively. Please try to answer or check all boxes that you think might apply to you. We look forward to seeing you this tax season!

WHAT'S NEW FOR 2021:

- Economic impact payment – did you receive the third stimulus payment in 2021? If so, how much?
- Did you receive the advanced child tax credit payments? If so, how much per month July through December of 2021 (please list each monthly payment).
- Special \$300 (\$600 Married filing joint) “above-the-line” charitable tax deduction for cash donations made in 2021.

Preparing for your Tax Preparation

- Bring the information/forms listed on the following pages, if they apply
- Review your prior year tax return and notify us of any significant changes
- Complete the organizer as best as you can

Quick List of Things We Need (please gather all of the forms and documentation that may apply to you)

- All Health Coverage Forms and related information
 - **Form 1095–A Marketplace Health Insurance**
- All W-2 Forms
- All 1099 Forms, including those from Banks - Credit Unions - Stock Brokerages – and others
- All 1099-MISC & 1099-NEC
- Summary of your Business (sole proprietorship) / Rental Income
- K-1 Forms from any Partnerships / LLC's / S-Corporations / Estates / Trusts
- All 1099 Forms from Social Security
- Any other income you had during the year (unemployment, gambling income, jury pay, etc.)
- Information on regular deductions (see page 6 for details. These can include educator expenses, contributions to IRAs / HSA, self-employed health insurance)
- Information on itemized deductions **if you qualify** (see page 6 for details. These can include medical expenses, state and local tax payments, mortgage interest (bring in 1098 Forms), and charitable contributions.)
- Information on any estimated tax payments that you made (see page 6 for details)
- Any settlement statements (HUD-1) on real estate purchases or home refinances you had during the year
- Social Security card for any new dependents

- Any correspondence you have received from any taxing authorities

Note, this list is not all inclusive but rather a starting point of things we will need to accurately prepare your tax returns. Please see the following pages for further details.

Quick List of Things You Can do to Minimize Taxes and Tax Preparation Fees

- Get all of your tax documentation in one place
- Review this organizer and answer questions carefully
- Review your prior year return and ask yourself what has changed and let us know

Basic Information (PLEASE COMPLETE ONLY IF DIFFERENT FROM PRIOR YEAR)

_____ Your Name	_____ SS#	_____ Date of Birth	_____ Occupation	_____ Your Email
_____ Spouse's Name	_____ SS#	_____ Date of Birth	_____ Occupation	_____ Spouse's Email
_____ Current address		_____ City, State, Zip	_____ Phone #	_____ Mobile #

Dependents (PLEASE COMPLETE ONLY IF DIFFERENT THAN PRIOR YEAR)

Name as it Appears on SS Card	Date of Birth	SS#	Relationship	Months in Home

Dependent and Dependent Care Expenses

Name of Provider	Address	Tax ID#	Amount Paid	Name of Child or other Dependent

General Questionnaire

Please complete the following questions as best as you can. These questions help us ensure we don't miss anything on your tax returns:

Personal Information

	Yes	No
Did your marital status change during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain: _____		
Did your address change from last year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please list: _____		
Can you be claimed as a dependent by another taxpayer?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like any refund directly deposited?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide the following: Bank Acct #: _____		
Routing #: _____		
Acct Type: Checking <input type="checkbox"/> Savings <input type="checkbox"/>		

Dependent Information

- Were there any changes in dependents from the prior year?
- If yes, explain: _____
- Do you have any children under the age of 19 or a full-time student under the age of 24 with unearned income in excess of \$2,200?
- Do you have dependents who must file a tax return?
- Did you provide over half the support for any other person(s) other than your dependent children during the year?
- Did you pay for child care while you worked or looked for work?
- Did you pay expenses related to the adoption of a child during the year?
- If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?

COVID-19 Information

- Did you receive a Paycheck Protection Program (PPP) loan?
- If yes, did you apply for Paycheck Protection Program (PPP) loan forgiveness?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you needed?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to your son or daughter under the age of 18?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to another?

Purchases, Sales and Debt Information

- Did you start a new business or purchase rental property during the year?
- Did you acquire a new or additional interest in a partnership or S corporation or other business?
- Did you sell, exchange, or purchase any real estate during the year?
- Did you purchase or sell a principal residence during the year?
- Did you foreclose or abandon a principal residence or real property during the year?
- Did you acquire or dispose of any stock during the year?
- Did you take out a home equity loan this year?
- Did you refinance a principal residence or second home this year?
- Did you sell an existing business, rental, or other property this year?
- Did you incur any non-business bad debts?
- Did you have any debts canceled or forgiven this year?
- Did you purchase a new hybrid, alternative motor, or electric motor energy efficient vehicle this year?
- Did you pay any student loan interest this year?

Income Information

- Did you receive a stimulus payment? If so, how much?
- Did you have any foreign income or pay any foreign taxes during the year?
- Did you receive any income from property sold prior to this year?
- Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?
- Did you make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified plan?
- Did you make any withdrawals from an education savings or 529 plan account?
- Did you receive any distributions from a health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?
- Did you receive any Social Security benefits during the year?
- Did you receive any unemployment benefits during the year?
- Did you receive any disability income during the year?

- Did you receive tip income not reported to your employer this year?
- Did any of your life insurance policies mature, or did you surrender any policies?
- Did you cash any Series EE or I U.S. Savings bonds issued after 1989?

Itemized Deduction Information

- Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?
- Do you have evidence to substantiate charitable contributions?
- Did you make any noncash charitable contributions (clothes, furniture, etc.)?
- Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C.
- Did you have an expense account or allowance during the year?
- Did you use your car on the job, for other than commuting?
- Did you work out of town for part of the year?
- Did you have any expenses related to seeking a new job during the year?
- Did you pay mortgage interest this year?
- Did you pay real estate taxes this year?
- Did you make any major purchases during the year (cars, boats, etc.)?
- Did you make any out-of-state purchases (by telephone, internet, mail, in person) that the seller did not collect state sales or use tax?

Miscellaneous Information

- Did you make gifts of more than \$15,000 to any individual?
- Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?
- Did you make any contributions to a Health savings account (HSA) or Archer MSA?
- Did you pay long-term health care premiums for yourself or your family?
- Did you pay any COBRA health care coverage continuation premiums?
- If you are a business owner, did you pay health insurance premiums for your employees this year?
- Did you utilize an area of your home for business purposes?
- Did you engage in any bartering transactions?
- Are you an active participant in a pension or retirement plan?
- Did you retire or change jobs this year?
- Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?
- Did you pay any individual as a household employee during the year?
- Did you make energy efficient improvements to your main home this year?
- Were you a grantor or transferor for a foreign trust, or do you have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country?
- Did you receive correspondence from the State or the Internal Revenue Service?
- If yes, explain: _____
- Did you receive an Identity Protection PIN from the Internal Revenue Service or have you been a victim of identity theft?
- Do you want to designate \$3 to the Presidential Election Campaign Fund?
- If you check yes, it will not change your tax or reduce your refund.

INCOME

Wages & Salaries

- Please provide all W-2 Forms

Interest & Dividend Income

- Please provide all 1099 forms received, including mutual fund year end reports.

Capital Gains

- Capital gains come from sales or redemptions of stocks, mutual funds, bonds, real estate or personal property. We need all 1099 Forms, brokerage statements, or mutual fund statements. Many times the

If so, please provide all 1098-T Forms. There are several ways to deduct these costs, or get credits: (American Opportunity or Lifetime Learning Credit)

	Tuition & Fees Total	Books & Supplies Total
Parents		
Student 1		
Student 2		

Deductions for IRA, SEP, SIMPLE, Keogh Plans and Other Retirement Plans

Did you contribute to any of these plans? If so, please provide any supporting documentation including Forms 5498 that you have received in connection with your contributions.

Tax Credits... (please check if any of these apply to you and bring any supporting documentation)

- Earned Income Tax Credit
- Child and Dependent Care Credit
- Adoption Credit
- Health Coverage Tax Credit
- Savers Credit
- Electric Vehicle Tax Credit

Sale, Refinance or Purchase of Residence

- Bring in closing statement for any house refinanced, sold or bought.
If you sold your home during the year, did you live there for 2 years? ___ Yes ___ No

ESTIMATED TAX PAYMENTS

Please complete the following information in regards to your estimated tax payments:

Due Date	FEDERAL		STATE		LOCAL	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Prior Year						
4/15/21						
6/15/21						
9/15/21						
1/18/22						
Other						

Please include any documentation on any other payments to taxing authorities that you made.

ITEMIZED DEDUCTIONS

Medical Expenses

Your total medical expense must be greater than 7.5% of your adjusted gross income to receive any deduction.

Please summarize your total medical expenses or bring in documentation supporting your deduction. Below are some common deductible medical expenses:

- Hospital, Health Facility, Nurse Help
- Eye glasses, contacts, hearing aids
- Mileage to/from doctor: _____
- Ambulance, Parking, Taxi
- Other:
- Health insurance
- Sick room supplies, wheelchair
- Prescription drugs
- Home improvements for health
- Long-term care insurance

Taxes Paid

Please summarize your total real estate taxes below:

- Real estate – homes, second residence, camps
- Real estate – land
- Auto/boat personal property taxes
- Personal property taxes

Sales Tax Paid - If you purchased a vehicle or have other large purchases, you may be entitled to this deduction. It is taken in lieu of the State Income Taxes paid. Please bring in documents purchasing your major purchases during the year.

Interest Expense

- Mortgage Interest - Please bring in all 1098 Forms and/or mortgage statements. Bring in any settlement statements if you refinanced.**
- Investment Interest – please bring in any documentation you have in connection with any investment interest you had during the year.

Charitable Contributions

The law now requires that you have a receipt or cancelled check for all contributions. For contributions over \$250, you must have a written statement from the charity. Please bring in any support you have for your charitable contributions or feel free to use the following two charts:

Charity	Amount	Charity	Amount
Church/Temple/House of Worship			
Payroll Deduction (United Way, etc)			
Other –			

Non-cash Charity (If total value is under \$500, the list below is not required) Value, if over \$500

Name of Charity		Name of Charity	
Brief Description Of the Items		Brief Description Of the Items	
Date Given		Date given	
Original Cost: Value:		Original Cost: Value:	

Important Note about the IRS

The IRS has vastly expanded its audit programs as it has been directed by Congress to “close” the tax gap. As a result, more audits and spot checks are to be expected. Protect yourself: keep good records, and keep them for at least seven years. Never ignore correspondence from tax authorities. The IRS has a tendency to bill for taxes and penalties without first checking the facts, so be wary.

Warnings about Identity Theft

The IRS does not send out unsolicited emails or phone calls requesting detailed personal information. Such authentic-looking emails are called “phishing” emails and responding may expose you to identity theft. If you receive such an email from the IRS, send a copy of the email to phishing@irs.gov. Please do not respond to the email unless the email requests you send to the IRS has been verified as legitimate. You may also contact our office regarding any correspondence, written or electronic, that you receive from the IRS.

Electronic Filing Mandate

IRS regulations require paid tax preparers who expect to prepare and file 11 or more federal individual or trust tax returns to file them electronically. To comply with this requirement, your return will be electronically filed this year. The benefits of e-filing include a secure way to file tax returns and it provides proof that the IRS has accepted your return for processing. Contact our office if you prefer to have your return filed on paper.

Information on Your Confidentiality

Like all providers of personal financial services, tax professionals are required by law to inform clients of their policies regarding privacy of client information. Our firm continues to adhere to professional standards of confidentiality that are even more stringent than those required by law. We have always protected the security and privacy of your personal and financial information.

Types of Nonpublic Personal Information We Collect

The only nonpublic personal information we collect is provided to us by you or obtained with your authorization.

Parties to Whom We Disclose Information

We do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures may include providing information to our employees, or, in limited situations, to unrelated third parties who need that information to assist us in serving you. In all situations, we stress the confidential nature of the information being shared.

Protecting the Confidentiality and Security of Clients' Information

We retain records relating to our professional services to better serve your professional needs and, in some cases, to comply with professional guidelines. In order to protect your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Thank you for your past patronage and we look forward to serving you in the upcoming tax season.

Edward L. Brink II, CPA
Brink & Associates CPA's, LLC