

INDIVIDUAL TAX RETURN CHECKLIST 2021

General Information

- Social security number of any new dependents in 2021
- Estimated payments -- date of payment and amount
- Current e-mail address _____
- For direct deposit
 - Bank Name
 - Bank Routing transit number
 - Account number
 - Type of account: checking ____ savings ____
- IRA contribution: Traditional _____ Roth _____

Income

- W-2 Wage Statements
- 1099's – Interest from banks or self-employment income
- Alimony (if recently divorced – divorce settlement papers)
- Refunds from state departments of revenue (i.e., Arizona refund)
- Capital gain – from mutual funds
- Any pension distributions
- Rental income
- Unemployment compensation
- Social Security benefits or other foreign retirement income (i.e., Canadian)
- Information on any sale
 - Sale price
 - Date of purchase
 - Date of sale
 - Acquisition price
 - Improvements – if on a piece of rental property
- All income is subject to taxes. The above is a list of the most common sources of income.

Deductions

- Medical expenses
 - Medical mileage
 - Nursing home costs
 - Rehabilitation costs
- State taxes paid in 2021 for prior years
- Real estate taxes
- Personal property taxes (in Arizona - that is your car licenses)
- Home mortgage interest
- Charitable gifts, both cash and non-cash

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- If you have your own business, any business expenses
 - Advertising
 - Car expenses
 - Total miles driven
 - Business miles driven
 - Commute miles
 - Actual expenses: repairs, gasoline, service, license plate tags, etc.
 - Year and make of car
 - Commissions and fees
 - Furniture and Equipment purchases (also need dates purchased)
 - Business insurance
 - Rent (that you paid to someone for space)
 - Did you remember to issue a Form 1099 to the landlord?
 - Legal and professional services
 - Office expenses: utilities, cleaning service, telephone
 - Supplies: paper, pens, computer cartridges, etc.
 - Travel
 - Meals
 - Other expenses (example: long distance telephone calls)
 - Retirement contribution
 - Medical Savings Plan contribution
- Rental expenses from homes or other property which you rent to someone else.
- Teaching supplies, if you are an educator

The above list is not exhaustive. Generally, deductions are allowed if used to produce income.

Other Miscellaneous Items

- Please bring mortgage documents if you have purchased, sold or refinanced your home in 2021.

SECURESEND INSTRUCTIONS:

1. Go to www.smartvault.com
2. Log in to your account.
3. Click on your folder with your name.
4. Click Tax Documents.
5. Drag files or browse to find documents on your computer and follow instructions.
6. If you have any issues, feel free to contact us and we will help you!