2021 Tax Preparation Checklist

RELIABLE INCOME TAX
PORTLAND, OREGON • ESTD 1945

This is a basic checklist of documentation needed to start organizing your tax return information. Although this is not an all-inclusive list, it will help steer you in the right direction. As you begin receiving important tax documents in January, file them with this checklist. The Resources page of our website has many detailed worksheets that can help you get organized. Feel free to call or email us if you need help or guidance in getting everything together.

GENERAL

- Copy of your last filed tax return (unless prepared by our office)
- Completed 2021 Intake Questionnaire and signed Engagement Letter (available online or in our office)
- Any notices you received from the Internal Revenue Service, your State or City or other taxing entity
- Social Security number and date of birth for yourself, your spouse, and your dependents
- Mailing address, email addresses, and telephone numbers
- Drivers license for identity verification for you and your spouse
- All W-2 Forms from all employers you and your spouse received
- Savings and Investments reporting forms including Form 1099-INT, 1099-DIV, 1099-B, 1099-S or Schedule K-1
- Statements of income from retirement distributions or Social Security including Form 1099-R or SSA-1099
- Form 1099-G from State unemployment benefits and/or State/Local tax refunds
- Form 1099-A or 1099-C for any Cancellation of Debt
- Records of other income including but not limited to: Form W2-G for gambling income and losses, spousal support/alimony received, jury duty, hobby income and expenses, prizes and awards
- Closing documents on any real estate transaction you had during the year, including purchase, sale, or refinance
- Any spousal support/alimony you paid, date of legal separation, and the name and SSN of the recipient
- If you are a K-12 teacher, record of any unreimbursed classroom expenses (including PPE)
- Form 1099-SA and Form 5498-SA for Health Savings Account distributions and contributions
- Record of Traditional IRA or Roth IRA contributions
- Form 1098-E for any Student Loan Interest paid
- Form 1099-Q for any College Savings plan distributions

BUSINESS, RENTAL, AND FARMING INCOME

- The books/accounting records for your business, including all income and expenses, in whatever format you keep your records
- Any Forms 1099-MISC, 1099-NEC, and 1099-K (Income reported by credit card companies or third party payment processors such as PayPal, Square, etc.) for income that you received
- Records of all major purchases $500 or greater, such as machinery, equipment, furniture including date of purchase for any item that was purchased 2021
- Copies of all Forms W2/W3 and/or 1099-NEC and 1099-MISC that your business filed
- Inventory records (beginning and ending inventory, purchases, and amounts for personal use)
- Mileage logs, including total annual and business mileage for any vehicles with business use
- For self-employed individuals, health insurance premiums (including dental and vision) paid for owner and family, including adult children less than 27 years old

ITEMIZED DEDUCTIONS

- Medical expenses (co-pays, doctors, dentists, glasses, prescriptions, and medical mileage)
- Out of pocket Health insurance premiums paid, including COBRA (not paid through your employer)
- State and local income taxes paid (not those withheld on Forms W2 or 1099)
- Mortgage interest paid reported on Form 1098
- Mortgage insurance paid (at closing or reported on Form 1098)
- Investment interest expenses — margin account interest or interest on investment property
- Total cash charitable donations (not including political contributions) — We do not need to see the documentation but make sure you keep it with your records.
- Records of non-cash charitable donations including items donated, receiving charity, date and value of donation
- If you donated a vehicle, Form 1099-C
- Total volunteer miles driven during the year

CREDITS

- Letter 6475 or Notice 1444-C for record of the amount of Economic Impact Payment 3 you received
- Letter 6419 for record of the amount of Advanced Child Tax Credit payments you received
- Form 1095-A Health Insurance Marketplace Statement if your household health coverage was acquired through the healthcare marketplace
- Dependent care expenses, including amount paid, provider's name, address, phone number, and tax ID number
- Form 1098-T for Tuition and fees paid as well as costs of required books, supplies and equipment
- Record of political contributions (Oregon filers only)
- Adoption expenses if you adopted a child or finalized the adoption last year
- Residential energy credits - including costs for solar electric property, solar water heaters, geothermal heat pumps, small wind turbines and fuel cell property
- If you received the First Time Homebuyer Credit in 2008, please make sure we have records of the original purchase and the remaining amount of repayment
- Record of estimated taxes paid to the Federal, State, and local taxing agencies

CLIENT ORGANIZERS

If you are a returning client where we prepared your prior year tax return and would like to request a detailed Client Organizer, we have uploaded these to your client portal. Please complete the request form on our website if you need an invitation to access your portal.

If you are unable to access your portal, we are happy to print an organizer that you can pick up. Call our office and leave a message using option [3] to arrange for us to print your organizer ahead of time, or you can stop by and we will print it while you wait.