



2021 INCOME TAX SCHEDULE

Instructions: This form is designed to be a useful tool for you to gather information for us to prepare your returns. It is not all inclusive, so please attach any additional information. You do not have to use this entire form, but at a minimum, please complete the GENERAL INFORMATION section below. Also, include all tax documents such as W-2s; 1099s; Social Security form SSA-1099; health insurance form 1095-A, etc. Please include ALL pages from a broker's annual tax reporting 1099 package. **PLEASE NOTE—certain 2021 Form 1099s from banks and brokers are not required to be mailed until Feb 15, 2022.**

	<u>Taxpayer</u>	<u>Spouse</u>
Name	_____	_____
Soc Sec #	_____	_____
Occupation	_____	_____
Birth date	_____	_____
Address	_____	
Telephone	Work _____ Home _____	Cell _____
Email address	_____	

<u>Dependents:</u>	<u>Full Name</u>	<u>Birth Date</u>	<u>Soc Sec #</u>	<u>Relationship</u>	<u># Months in Home</u>	<u>Income</u>
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

GENERAL INFORMATION

Please note: We may need to contact you for additional information. As your tax preparer, we are required by the IRS to obtain certain information to substantiate certain tax credits and deductions claimed on your return.

ALL returns will be electronically filed. You will receive an email notification from our tax software vendor (CCH) that your returns have been accepted. There is an additional charge if you request to file paper returns.

DIRECT DEPOSIT OF REFUNDS or DRAFT OF TAXES DUE
Please provide a voided check (or a copy of a check) if you answer "YES" to either of the following:

Direct deposit of refund(s) NO YES
 Draft balance of taxes owed NO YES If YES, date to draft bank account _____

Economic Impact (Stimulus) Payment and Advanced Child Tax Payments—REQUIRED INFORMATION

If you received a 3rd Stimulus payment or Advance Child Tax Credit payments, we must know the **exact** amount of these payments. Incorrect amounts will delay the processing of your returns. If you do not know the exact amount of these payments, please visit <https://www.irs.gov/coronavirus/get-my-payment>. You should receive **Notice 1444-C** (3rd EIP) or **Letter 6419** (Adv child tax payments) in January 2022. **Please provide these letters to us.** Do not include any amounts your dependents **separately** received. Please enter "None" if you did not receive a payment. **We do not have access to this information.**

3rd EIP amount \$ _____ Advance Child Tax Credit payments \$ _____

Questions and Certification

YES NO Do you want \$3 to go to the Presidential Election Campaign. (This does not affect your tax or refund)
 YES NO At any time during 2021, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency (for example—Bitcoin, Litecoin)?
 YES NO I authorize the taxing authorities to discuss my returns, attachments, and related matters with the Preparer.

I certify to the best of my knowledge that all information provided to Martin Smith & Co is true, correct and complete.

Signature _____

ESTIMATED TAX PAYMENTS

Please list below all estimated payments made for the **tax year 2021**, including payments for **2021** made in January **2022**.

Federal estimated tax payments:		State estimated tax payments:	
<u>Date paid</u>	<u>Amount</u>	<u>Date paid</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

OTHER INFORMATION

NOTE: If you have a foreign bank, investment or retirement account, please let us know. There are severe penalties for not reporting foreign accounts.

Please provide any other additional information here:

If you are self-employed, own rental property, or operate a farm you MUST answer the following:

Yes **No** Did you make any payments that would require you to file Form(s) 1099?
 Yes **No** If "Yes" to the above question, did you or will you file all required Form(s) 1099?

1099 Filing Requirements – Forms 1099-MISC/Form-NEC are required to be issued if **ALL** of the following are true:

1. You paid non-corporate service providers \$600 or more during 2021 **AND**
2. The payments are for business (not personal) **AND**
3. You are self-employed (Schedule C), own rental property (Schedule E), or operate a farm (Schedule F)

Examples of the above payments include: professional fees paid to an attorney or an accountant; payments to independent contractors for janitorial services, information technology consulting, web design, and repairs; and rent paid to a landlord (just to name a few).

Either visit the IRS website or call our office for assistance in completing these forms. The penalties for not filing these forms can range from \$30-\$250 per form.

INFORMATIONAL DATA

Standard mileage rates (cents per mile):

	<u>2021</u>	<u>2022</u>
Business	56.0	58.5
Moving	16.0	18.0
Medical	16.0	18.0
Charitable	14.0	14.0

Retirement contribution limits (subject to provisions):

	<u>2021</u>	<u>2022</u>
Roth/Traditional IRA	6,000	6,000
IRA catch-up contributions	1,000	1,000
SIMPLE plans	13,500	14,000
SIMPLE catch-up contrib.	3,000	3,000

(Catch-up provisions are for individuals age 50 and older)

REMINDERS:

- If you have children who will be filing tax returns, please be sure they do **not** claim themselves if they are not eligible to do so. **If the parents are eligible to claim their child, then the child generally cannot claim themselves.**
- For electronic filing purposes, please provide us a copy of a check, not a deposit slip, even if your bank account has not changed since last year.
- **PLEASE REMEMBER** to include all IRS documents with the tax information that you submit to our office. This includes forms W-2, 1099s, 1098 (mortgage interest paid), 1098-T (College tuition and fees paid), health insurance form 1095-A, and HSA forms 1098-SA and 5498-SA.