# BYRD ACCOUNTING

## 2020 Individual Taxpayer Organizer

| **Taxpayer** | | | | SSN | |
|---|---|---|---|---|---|
| First | M.I. | Last | Email | | IP PIN |
| Occupation | | Date of birth | Are you new to our firm? Yes No | | |
| Phone | | Contact Phone | | | |

| **Spouse** | | | | SSN | |
|---|---|---|---|---|---|
| First | M.I. | Last | Email | | IP PIN |
| Occupation | | Date of birth | Are you new to our firm? Yes No | | |
| Phone | | Contact Phone | | | |

| **Address** | | | |
|---|---|---|---|
| County | City | State | Zip |
| If you moved during 2020, enter your previous address. | | Date of move | |

Marital status at 12/31/20: Single Married Head of Household Separated Widow(er)

Were you divorced or separated during the year? Yes No Were there any deaths in the family? Yes No

Registered Domestic Partnership (RDP) and civil unions are not considered married for federal tax purposes.

Have you received any notice from the IRS or state revenue department within the past year? Yes No

| **Names of dependent children**<br>Child's full name | Social Security # | IP PIN | Date of Birth | Months lived in home in 2020 | Relationship to taxpayer | College student? |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Did any of the children have income above $1,100 for the year? Yes No Do any of the children have a disability? Yes No

Is it anticipated that a different taxpayer will seek to claim a child listed above as their dependent for tax year 2020? Yes No

**Other dependents or people who lived with you**

| Name | Social Security # | IP PIN | Date of Birth | Months lived in home in 2020 | Relationship to taxpayer | College student? |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

## Bank Information

| Use for: Direct deposit or refund Direct debit of balance due | | Name of Bank |
|---|---|---|
| Checking Savings | Routing transit number | Account number |

Ask your tax preparer for information about depositing a refund into an IRA account or splitting the deposit into more than one account.

## Tax Return Preparation

We will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

# *Tax Preparation Checklist*

*Please provide the following documentation:*

- ☐ *All Forms W-2 (wages), 1099-INT (interest), 1099-DIV (dividends), 1099-B (proceeds from broker or barter transactions), 1099-R (pensions and IRA distributions), Schedules K-1 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.*
- ☐ *Form 1095-A (for health insurance purchased through an Affordable Care Marketplace), Form 1095-B (for health insurance purchased outside of an Affordable Care Marketplace), or Form 1095-C (for employer-provided health insurance coverage.*
- ☐ *If you are a new client, provide copies of last year's tax returns.*
- ☐ *If you received a stimulus check please provide the notice you received, 1444-A and/or amount received and date received.*
- ☐ *Did you receive your 2021 Stimulus Payment? How much?*
- ☐ *If you received Unemployment Compensation please provide Form 1099-G.*
- ☐ *Copy of the closing statement if you bought or sold real estate.*
- ☐ *Mileage figures for any automobile expenses claimed, including total mileage, commuting mileage, and business mileage.*
- ☐ *Detail of estimated tax payments made, if any.*
- ☐ *Income and deductions categorized on a separate sheet for business or rental activities.*
- ☐ *List of itemized deductions categorized on a separate sheet for medical, taxes, interest, charitable, and miscellaneous deductions.*
- ☐ *Copy of all acknowledgement letters received from charitable organizations for contributions made in 2020.*
- ☐ *New members of household in 2020 (children, parents, dependents). Provide birth certificate and social security card.*

# *Taxpayer Responsibilities*

- *You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.*
- *You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.*
- *You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.*
- *You must review the return carefully before signing to make sure the information is correct.*
- *Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.*
- *You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.*

***Signatures*** *. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities. For a joint return, both taxpayers must sign.*

| Taxpayer | Spouse | Date |
|---|---|---|

# *Privacy Policy*

*The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.*

*Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physicial, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.*

# Questions - All Taxpayers

*(Provide related statements or other documentation)*

*"You" refers to both taxpayer and spouse - enter "?" if unsure about a question.*

| | | | | | |
|---|---|---|---|---|---|
| LIFESTYLE & TAXES | Yes | No | Are either you or your spouse legally blind? | | |
| | Yes | No | Did you pay or receive alimony?<br>Paid Received $ | Recipients's SSN | Date of divorce or separation |
| | Yes | No | Did you purchase health insurance through an Affordable Care Marketplace? | | |
| | Yes | No | Will there be any significant changes in income or deductions next year, such as retirement? | | |
| | Yes | No | Did you purchase a new all electric or plug-in hybrid car, truck or van? | | |
| | Yes | No | Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled? | | |
| | Yes | No | Are you a member of the military? | | |
| | Yes | No | Were you a citizen of or lived in a foreign country? | | |
| | Yes | No | Do you own or have a financial interest in a foreign bank or financial account? | | |
| | Yes | No | Would you like to allow your tax preparer or another person to discuss your return with the IRS?<br>Designee's name Phone number PIN (any five digits) | | |
| CHILDREN & EDUCATION | Yes | No | Were any children born or adopted? ( Provide statement for adoption expenses .) | | |
| | Yes | No | Were any children attending college? \| Year in college \| Provide Form 1098-T | Student loan interest $ | Books $ |
| | Yes | No | Did you pay any tuition for a private school for a dependent or take classes yourself? | | |
| | | | Student | | Amount paid $ |
| | | | Name and address of school | | |
| | Yes | No | Did you pay for child or dependent care? (attach required documentation) | | |
| | Yes | No | Do you have any children who earned more than $2,200 of investment income? | | |
| INVESTMENTS | Yes | No | Did you, or will you contribute any money to an IRA? | | Traditional IRA Roth IRA |
| | Yes | No | Did you roll over any amounts from a retirement account? | | |
| | Yes | No | Did you sell or transfer any stock or sell rental or investment property? | | |
| | Yes | No | Did you receive any income from an installment sale? | | |
| | Yes | No | Did you have any investments become worthless or were you a victim of investment theft? | | |
| | Yes | No | Were you granted, or did you exercise any employee stock options? | | |
| | Yes | No | Did you receive, sell, send, exchange, or otherwise acquire any fiancial interest in any virtual currency?<br>(Provide documentation) | | |
| DEDUCTIONS | Yes | No | Did you pay any interest on a loan for a boat or RV that has living quarters? If yes, provide details. | | |
| | Yes | No | Did you pay sales taxes on a major purchase, such as a vehicle, boat, or home? | | |
| | Yes | No | Did you make any charitable contributions? (Cash/Non-Cash amounts greater than $250 requires receipt) | | |
| BUSINESS | Yes | No | Did you work from a home office or use your car for business? | | |
| | Yes | No | Did you receive income from a sharing/gig economy activity (e.g. Airbnb, Uber, 1099-NEC, etc.) | | |
| | Yes | No | Do you own a business or an interest in a partnership, corporation, LLC, farming activities or other venture? | | |
| HOME | Yes | No | Did you purchase or sell a main home during the year? If yes, provide closing statement. | | |
| | Yes | No | If you sold a home, did you claim the First-Time-Homebuyer Credit when it was purchased? If yes, provide details. | | |
| | Yes | No | Did you refinance a mortgage or take a home equity loan (Provide closing statement) | | |
| | Yes | No | Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home? | | |
| | Yes | No | Did you make any new energy-efficient improvements to your home? If yes, provide details. | | |

**State information** Full-year resident Part-year resident Nonresident

States of residence and dates

School district Do you rent or own your home? Rent Own