

Please review the following checklist and submit your documents 2-3 weeks prior to your virtual appointment. Visit [www.fsm-inc.com](http://www.fsm-inc.com) for instructional videos to help organize your information.

### Personal Information Verification

	Taxpayer	Spouse
Name		
Cell phone		
Email		
Occupation		
Mailing Address		
Address listed above is the address the office will use to send you mail		
List dependents, If Any		

### \*\*\*NOTICE: IMPORTANT REQUIRED INFORMATION \*\*\*

- Driver's License(s)** – Include a copy of the Driver's License for all taxpayers.
  - Social Security Card** – Provide a copy of the Social Security card for each **NEW** dependent and for dependent(s) born in 2021
  - Required IRS letter 6419 for Advanced Child Tax Credit Detailing amounts received**
  - Required IRS letter 6475 Stimulus payment letter detailing amount received**
  - Foreign Bank Account Information** – Location, name of institutions, account number, peak value of account during the year. Please call our office for guidance if you have any foreign accounts, foreign businesses, foreign trusts or any online or internet-based gambling accounts.
- NO**  **YES**  **Crypto-currency** – Did you receive, sell, send or exchange any virtual currency? **IF yes please provide a copy of all transactions.**

### 2021 Income Information

- W-2 FORM(s)** – For you and your spouse from all employers and the last two 2021 paycheck stubs
- 1099-INT/DIV/MISC FORM(s)** – For interest, dividends, rents, royalties, or other income
- 1099-B FORM(s)** – Sale or exchange of stocks, bonds, mutual funds or any type of investment security. Include: date of purchase and cost of each regardless of gain or loss (brokerage statements may provide this information)
- 1099-R FORM(s)** – Distributions and rollovers from pensions, retirement plans, 401(k) and 403(b) plans, IRA, Roth IRA, deferred compensation plans, retirement plan Roth conversions, annuities, insurance policies and defaulted retirement plan loans
- W2-G FORM(s)** – Gambling winnings (regardless of losses)
- 1099-SSA FORM(s)** – For Social Security benefits
- 1099-C and 1099-A FORM(s)** – Loan Modifications, Foreclosure, Short Sale, Debt Cancellations, Debt or Loans Forgiven or Discounted, *please call our office immediately for guidance*
- 1099-NEC** – Non-Employee Compensation for work you did for someone else, online sales, gigs, etc.
- 1099-G FORM(s)** – For unemployment benefits or state tax refunds
- 1099-Q FORM(s)** – Payments from qualified education programs, 529 Plans, CollegenInvest
- Businesses** – Profit/Loss statement, capital equipment purchases, home business expenses, square footage of entire home and square footage of office space only, home operational expenses, **FORM 1099-K**, vehicle expenses and business and total annual mileage on vehicle
- 1099-S FORM(s)** – From the sale or exchange of real estate
- Sale or Exchange of Assets** – Real estate, securities, business assets, collectables, personal property

- Rental Property** – Income, list of all expenses and purchases, and miles driven to manage the property
- K-1 FORM(s)** – Partnerships, LLC's, Investments, S-Corporations, Trusts, Estates (please bring all pages)
- Miscellaneous Income** – Jury duty, prizes, awards, legal settlements, scholarships, fellowships, etc.

### Deduction & Credits

- Medical and Dental Expenses** – *Only deductible if total expenses exceed 7.5% of your AGI income.* These expenses include insurance premiums paid, payments to doctors, dentists, hospitals, prescriptions and laboratory. If self-employed health/dental/long term care insurance premiums paid may be deductible. Including payments for direct primary care arrangements and health care sharing ministries
- 1098 Mortgage Interest FORM(s)** – Mortgage interest paid on ALL real estate
- Final Closing Escrow Statement** – From sale, purchase or refinance of your home or any real estate
- Interest Paid** – (finance charges) for recreational vehicles that have a kitchen, sleeping area and toilet.
- Charitable Donations** – Official charity receipts, miles driven, out-of pocket expenses for volunteering. **New:** \$300 deduction even if you do not itemize (\$600 Married Filing Jointly)
- FORM 1095-A Healthcare Advance Payment** - If you, your spouse and your dependents obtained health care coverage from any type of Federal or State sponsored health insurance marketplace at any time during the year
- Education Expenses (FORM 1098-T is Mandatory)** – For all family members, tuition, books, fees (computers, supplies, etc.)
- 1099-SA FORM(s)** – Distributions from Health Savings Accounts (HSA, MSA, Medicare Advantage Plans)
- Health Savings Account (HSA) Contributions** – Bring FORM(s) 5498-SA
- Child Care Costs** – Provider's name, address, tax ID number, and amount paid for each child and each provider
- Casualty and Theft Losses** – Deductible only if in Federally declared disaster area. Amount of damage, insurance or other reimbursement if applicable, police report if applicable
- 1099-LTC** – Long Term Care Policy Statement page
- Adoption Expenses** – Social Security number of child, record of legal, medical and transportation costs
- Gambling Losses** – Only if you have gambling winnings
- Alimony** – Neither paid or received alimony is reportable for divorces finalized in/after 2019.
- Solar System Purchased** – Amount paid, date placed in service, copy of the contract

### Adjustments to Income

- Retirement Contributions** – Contributions to any type of IRA, Roth IRA, SEP IRA, Simple IRA, or self-employed retirement plans made during the year or planned to be before April 15, 2022 that will be applied for tax year 2021
- Insurance Premiums Paid – Self-Employed** Health, Dental and Long-Term Care insurance premium payments paid. Bring year end pension stub showing ALL insurance premiums deducted from your pension
- Student Loans 1098-E FORMS** – Student loan interest paid
- Moving Expenses** – These expenses are no longer deductible unless it is related to being in the military

### Taxes Paid

- Real Estate Property Taxes** – Paid for all properties, provide BOTH tax bills for 2020/2021 and 2021/2022
- DMV** – Provide original or copy—**front & back**—of vehicle registration forms paid in 2021
- Sales Tax** – Paid on any vehicles or any recreational vehicles purchased in 2021. Bring the sales contracts.
- Estimated Tax Payments** – Dates and amounts paid to Federal & State (please bring verification)
- Prior Year Tax Refund** – If applied to your 2021 taxes and/or any estimated taxes paid with an extension to file
- Foreign Taxes Paid** – Amount, type and date paid

### Other Required Information

- PPP Loan** - Did you receive a PPP Loan? All documents relating to loan amount, distribution date, expenses paid