

2021 TAX DATA CHECKLIST

(What To Provide Us For Your Income Tax Return Preparation)

1. A completed **Tax Organizer**. (Feel free to write notes on any of these pages.) Please complete the questionnaire in the front of the organizer and update any information that may be out dated or expired. Please call if you did not receive an organizer and would like one. For new clients, you may go to the "Tax Forms and Support" section of our website (www.fkco.com) to obtain a blank Organizer.
2. Copies of your **most recent filed tax return**. (*new clients only*)
3. **Form W-2s** - Include all 2021 W-2 forms; any original forms provided will be returned to you.
4. **Form 1099-G** – Include all 2021 1099-Gs for Unemployment Compensation received.
5. Record of **Portfolio and Other Income** (Form 1099s)
 - a. Interest and dividend income from checking, savings, money market and brokerage accounts
 - b. Capital gain and loss transactions from stocks and bonds (include brokerage account and mutual fund statements)
 - c. Non-employee compensation, directors' fees, rents, royalties', etc.
6. **IRA and/or other Pension Contributions** made in 2021 and 2021 relating to the 2021 tax year.
7. **Closing Documents** (Settlement Statements) from the purchase, sale and/or refinance of residence or any other real estate investment property
8. All **Schedule K-1s** (from Partnerships, S Corporations and Trusts)
9. Itemized Deductions:
 - a. **Medical** expenses, including health insurance premiums
 - b. Real Estate and Personal Property **Taxes** (cars, trucks, trailers, etc.)
 - c. **Interest** on residential mortgages, including home equity loans
 - d. **Interest** on other loans separated, showing use of proceeds
 - e. **Charitable Contributions**, separated between cash and non-cash (including documentation for contributions of \$250 or more)
 - f. **Casualty and theft losses**
 - g. **Tax preparation fee** for last year's income tax returns
10. **Child Care** expenses, including provider's name, address and SS/EIN
11. Federal and State **Estimated Tax Payments** made for the 2021 tax year.
12. Signed copy of your engagement letter.

Please remember...summarizing the above tax data in an organized fashion will save time and tax preparation expense.