

1040 INDIVIDUAL TAX ORGANIZER 2021

BASIC TAXPAYER AND SPOUSE INFORMATION

Taxpayer's Name _____ SSN _____ DOB ____/____/____ Occupation _____

Spouse's Name _____ SSN _____ DOB ____/____/____ Occupation _____

Mailing Address: Street _____ City _____ State _____ Zip _____

Physical Address: Street _____ City _____ State _____ Zip _____

Taxpayer Email _____ Spouse Email _____

Taxpayer Phone: Home _____ Work _____ Cell _____

Spouse Phone: Home _____ Work _____ Cell _____

Status as of 12/31/2021: Married _____ Civil Union _____ Single _____ Unmarried widow(er) _____

If you resided in more than one state during the year, provide the period of residence in each location.

State #1 _____ From ____/____/____ To ____/____/____ Own or Rent _____

State #2 _____ From ____/____/____ To ____/____/____ Own or Rent _____

DEPENDENT INFORMATION

Name	Relationship	# Months living with you in 2021	DOB	SSN	2021 Full-Time Student (Y or N)
A) _____	_____	_____	_____	_____	_____
B) _____	_____	_____	_____	_____	_____
C) _____	_____	_____	_____	_____	_____
D) _____	_____	_____	_____	_____	_____
E) _____	_____	_____	_____	_____	_____

PROCESSING OF POTENTIAL REFUND

I **do** want a portion of my refund applied to my **2022** income taxes: Yes _____ No _____

I **do** want my refund direct deposited: Yes _____ No _____

BANK INFORMATION FOR DIRECT DEPOSIT OF REFUND (IF APPLICABLE)

Bank name _____ Type of account: Savings _____ Checking _____

Bank routing number _____ Account number _____

PLEASE PROVIDE THE FOLLOWING TAX FORMS AND CHECK THE BOX IF PROVIDED TO US:

- _____ W-2 (Wages)
- _____ 1095-A, 1095-B, 1095-C
- _____ SSA-1099 (Social Security)
- _____ 1099-R (Retirement)
- _____ 1099-INT (Interest), 1099-DIV (Dividends), 1099-B (Proceeds)
- _____ 1099-MISC / 1099-NEC (Rents, other)
- _____ 1099-SA (Distribution from Health Savings Account)
- _____ 1099-Q (Payments from Qualified Education Programs)
- _____ 1098-Mortgage Interest
- _____ 1098-E (Student Loan Interest)
- _____ 1098-T (Tuition Statement)
- _____ College/University statement of tuition charges and payments
- _____ Schedule K-1 (Partnerships, S-Corporations, Estate, Trusts)
- _____ Property tax bills – 2 most recent annual bills
- _____ Prior year federal and state tax returns (Not necessary if prior year returned was prepared by us)
- _____ Any other document marked "Important tax documents enclosed"
- _____ Any IRS or state notices relating to a prior year's tax return

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GENERAL QUESTIONS (“For tax year 2021...”)

YES **NO**

- | | | |
|---|-------|-------|
| 1. Did any births, adoptions, marriages, divorces or deaths occur in your immediate family? | _____ | _____ |
| 2. Did you have any interests in, or signature, or authority over a bank, securities, or other financial account in a foreign country? | _____ | _____ |
| 3. Were you the grantor, transferor or beneficiary of a foreign trust? | _____ | _____ |
| 4. Did you make any federal quarterly estimated payments? This does not include payroll withholding reported on a W-2 by your employer. <i>If yes, please provide the date and amount paid.</i> | _____ | _____ |
| 5. Did you make any state quarterly estimated payments? This does not include payroll withholding reported on a W-2 by your employer. <i>If yes, please provide the date and amount paid.</i> | _____ | _____ |

HEAD OF HOUSEHOLD AND DEPENDENT QUESTIONS (“For tax year 2021...”)

YES **NO**

- | | | |
|---|-------|-------|
| 6. a. Do you have any dependents who must file an income tax return? | _____ | _____ |
| b. If yes, do you want us to prepare the dependent’s return? | _____ | _____ |
| 7. Are each of your dependents, listed on page 1, a US citizen, national or resident of the United States? | _____ | _____ |
| 8. Did any of the dependents, listed on page 1, provide more than half of their own support? | _____ | _____ |
| 9. Have any of your dependents, listed on page 1, been convicted of a felony? | _____ | _____ |
| 10. Did you maintain a home and provide over half of the household costs, which is the principal place of abode of a dependent, for more than half the tax year? | _____ | _____ |
| 11. Are any of the qualifying children or qualifying relatives you are claiming as dependents married and filing a joint return with their spouse? | _____ | _____ |
| 12. Claiming a qualifying child for the Earned Income Tax Credit, Child Tax Credit, Additional Child Tax Credit, and Other Dependent Credit are covered by IRS tiebreaker rules when more than one person meets the tests to claim the child. Are there any other individuals who could claim any of the dependents listed in page 1? | _____ | _____ |
| 13. Is there an active Form 8332, “Release/Revocation of Claim to Exemption for child by Custodial Parent”? <i>If so, please provide a copy.</i> | _____ | _____ |
| 14. Do you have proper documentation to substantiate eligibility for the following credits and Head of Household status, if applicable; Earned Income Tax Credit, Child Tax Credit, Additional Child Tax Credit, Other Dependent Credit and the American Opportunity Tax Credit? | _____ | _____ |
| 15. Were any of the tax credits or head of household status, identified in the previous question, disallowed or reduced by the IRS in a previous tax year? | _____ | _____ |

Note: A taxpayer may not claim the Child Tax Credit or the Additional Child Tax Credit if the taxpayer has not lived with the child for over half of the year, even if the taxpayer has supported the child unless the child’s custodial parent has released a claim to exemption for the child.

HEALTH COVERAGE QUESTIONS (“For tax year 2021...”)

YES **NO**

- | | | |
|--|-------|-------|
| 16. Did you, the Taxpayer, have health insurance? | _____ | _____ |
| 17. Did your spouse have health insurance? | _____ | _____ |
| 18. Did you receive Medicaid insurance through the Vermont Health Connect? | _____ | _____ |
| 19. Did you, your spouse or dependent purchase a health insurance plan through the Vermont Health Connect or other Health Exchange? <i>If yes, please provide Form 1095-A.</i> | _____ | _____ |
| 20. Did you or your spouse’s health insurance plan cover someone you are not claiming as a dependent? | _____ | _____ |
| 21. Were you, your spouse or any of your dependents covered by someone else’s health plan? | _____ | _____ |
| 22. Was the taxpayer eligible to participate in an employer sponsored health insurance plan? | _____ | _____ |
| 23. Was the spouse eligible to participate in an employer sponsored health insurance plan? | _____ | _____ |
| 24. If self-employed did you or your spouse pay for health insurance through a plan other than through an employer sponsored plan? | _____ | _____ |

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INCOME (“For tax year 2021...”)

YES **NO**

- | | | |
|---|-------|-------|
| <p>25. Did you receive an Economic Impact Payment in 2021 (related to COVID-19)?
 <i>During 2020 and 2021 the IRS send up to three Economic Impact Payments. Provide the amount, if any, you received for the third payment (sent mid-2021)
 EIP #3 date received _____ EIP #3 amount received _____</i></p> | _____ | _____ |
| <p>26. Did you receive any advance child tax credit payments?
 <i>If yes, provide a copy of Letter 6419 that the IRS should have mailed to you that indicates the total amount of the advanced child tax credit payments that were disbursed to you during 2021.</i></p> | _____ | _____ |
| <p>27. Did you receive a distribution from an IRA or other qualified plan that was rolled over into another IRA or qualified plan within 60 days of the distribution?</p> | _____ | _____ |
| <p>28. Did you receive income from legal proceedings or cancellation of debt?</p> | _____ | _____ |
| <p>29. Did you receive any disability payments?</p> | _____ | _____ |
| <p>30. Did you receive tip income not reported to your employer?</p> | _____ | _____ |
| <p>31. Did you sell or purchase a principal residence or other real estate? <i>If yes, please provide the settlement statement sheet and Form 1099-S</i></p> | _____ | _____ |
| <p>32. Did you receive unemployment compensation? <i>If yes, provide Form 1099-G.</i></p> | _____ | _____ |
| <p>33. Did you receive or pay alimony?</p> | _____ | _____ |
| <p>34. Were you granted, or did you exercise any stock options?</p> | _____ | _____ |
| <p>35. Did you have any interests in partnerships, LLCs, S corporations? <i>If yes, provide Schedule K-1.</i></p> | _____ | _____ |
| <p>36. Are you the beneficiary of any estates or trust? <i>If yes, provide Schedule K-1.</i></p> | _____ | _____ |
| <p>37. Did you have any income from rental property? <i>If yes, complete the Schedule E Worksheet*</i></p> | _____ | _____ |
| <p>38. Did you have any income not identified in this Tax Organizer?</p> | _____ | _____ |

SELF-EMPLOYED INDIVIDUALS (“For tax year 2021...”)

YES **NO**

- | | | |
|---|-------|-------|
| <p>39. Did you have any income from self-employment? <i>If yes, complete the Schedule C Worksheet*</i></p> | _____ | _____ |
| <p>40. Were you unable to perform self-employment services due to quarantine or coronavirus diagnosis?
 <i>*The Schedule C and E Worksheets are available at www.paceandhawley.com</i></p> | _____ | _____ |

DEDUCTIONS / CREDITS (“For tax year 2021...”)

- | | | |
|--|-------|-------|
| <p>41. Did you have any foreign income, pay any foreign taxes, or file any foreign information reporting or tax return forms?</p> | _____ | _____ |
| <p>42. Did you contribute to an employer sponsored retirement plan?</p> | _____ | _____ |
| <p>43. Did you contribute to a traditional IRA, Roth IRA, or SEP-IRA for tax year 2021? <i>If yes, please provide a statement showing the amount of contributions for the tax year and specify type of plan.</i></p> | _____ | _____ |
| <p>44. If eligible, would you like to consider making an IRA contribution before April 15, 2022 for tax year 2021? <i>If yes, how much and specify the type of plan.</i></p> | _____ | _____ |
| <p>45. Did you contribute to a Health Savings Account (HSA) for tax year 2021? <i>If yes, please provide an annual bank summary statement for your health savings account for 2021.</i></p> | _____ | _____ |
| <p>46. If eligible, would you like to consider making an HSA contribution before April 15, 2022 for tax year 2021?</p> | _____ | _____ |
| <p>47. Did you receive any distributions from a health savings account (HSA)?
 <i>If yes, please provide from 1099-SA</i></p> | _____ | _____ |
| <p>48. Did you use distributions from a health savings account (HSA) for purposes other than for payment of qualified medical expenses?</p> | _____ | _____ |
| <p>49. Did you incur expenses as an elementary or secondary educator? <i>If yes, how much:</i> _____</p> | _____ | _____ |
| <p>50. Did you pay any adoption expenses?</p> | _____ | _____ |

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- 51. Did you pay any college/university tuition expenses? If yes, please provide Form 1098-T, a schedule from the University/College showing amounts billed and paid during 2021, and 1099-Q, if applicable.
52. Did you purchase and install qualified solar electric, solar hot water, or geothermal heat pumps in 2021? If yes, please provide a description and the amount paid:
53. Did you make any qualified energy efficiency improvements to your home? If yes, please provide a description and the amount paid:
54. Did you pay any property taxes? If yes, please provide your two most recent property tax bills and the amounts paid in 2021.
55. Did you pay mortgage interest? If yes, please provide Form 1098 or provide the name, SSN of the individual to whom you paid the mortgage to.
56. Did you make any charitable contributions? If yes, please provide the name, amount of the contribution and description if the contribution was not cash.
57. Did you make any payments on student loans? If yes, please provide Form 1098-E.
58. Did you pay for child-care for your dependent so that you and your spouse could work? If yes, please provide the amount paid for each dependent and the name, SSN/EIN, address and telephone number of the day care provider.
59. Did you have any other deductions not listed above? If yes, provide a description and amount.
60. Did you make any contributions to the VT Higher Education Investment plan? If yes, please provide the annual statement for each account.
61. At any time during 2021, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?

STATE QUESTIONS ("For tax year 2021...")

- 62. Did you have income from a state other than the state of your residence?
63. Are you required to pay the Vermont or other state Use Tax which is defined as tax on out-of-state /internet purchases where the retailer did not withhold sales tax? If yes, please provide the amount.
64. Did anyone other than you, your spouse and dependents live with you and have income? If yes, please provide a description of the income and amount.
65. Did any dependent living with you have more than \$6,500 of earned income? If yes, please provide a description of the income (Wages, self-employment etc.) and amount.
66. Did any dependent have any unearned (interest, dividends etc.) income? If yes, please provide a description of the income and amount.
67. Did any household members receive gifts of \$6,500 or more for the year? If yes, please provide the amount.
68. Do you own real estate in VT? If yes, complete the following:
a. Do you expect to be a VT resident and own and occupy your property on April 1, 2022?
b. Did you live in VT for the entire 2021 calendar year?
69. Do you expect to buy or sell your primary residence between January 1, 2022, and April 1, 2022?
70. Did you rent for 12 months in VT in calendar year 2021? If yes, complete the following:
a. Would you like us to complete the Renter Rebate Claim?

I have read and understood the above information and have provided to you all income received in the tax year. The information I have provided is correct to the best of my knowledge. I have read and agreed to the terms in the 2021 1040 Engagement Letter.

Taxpayer Signature: _____

Date: _____