2020 Annual CheckList - Required to Begin

Due diligence regulations require that we, your income tax return preparer, obtain the following information from you annually - tax laws change from year to year - and COVID 19 seemingly changed everything. Please read, answer and return this checklist. Questions apply to you, your spouse and all dependents reported on your tax returns.

Questions reflect new laws and new lines on tax forms. Skipping questions will delay preparation. Do not assume we have this information. We will not begin your tax returns until you complete, sign, date (page 8) and return this checklist, along with your signed "Letter of Engagement". PRINT clearly.

Section 1. - Personal Information - required for e-filing verification

A. Print your name ______________________ Spouse: ______________________

B. Current address ____

C. Preferred email ____

D. Preferred telephone (________) ______________ **(CIRCLE ONE)** Work Cell Home

E. Driver's license info or other state ID for you and your spouse - required for e-filing security.

Print your name	____________	____________
Driver license / State ID#	____________	____________
State (IN, MI, etc.)	____________	____________
Date issued	____________	____________
Date expires	____________	____________

F. Did your marital status change during the year? **(CIRCLE ONE)** Yes No

G. Did you receive any notice or correspondence from the IRS or state? Yes No
Please provide us with a copy, if you have not already done so.

H. Did you or any of your dependents receive an Identity Protection PIN (IP PIN) from the IRS for 2020? If yes, please provide the IRS letter for 2020 Yes No

I. Did you pay quarterly estimated tax payments for 2020? Yes No
Please list below, **and provide copies of canceled checks or other confirmation. DATES ARE SIGNIFICANT as Covid-19 changed when payments were due.**

	Amount	Amount
Date: ____________	IRS: ____________	State: ____________
Date: ____________	IRS: ____________	State: ____________
Date: ____________	IRS: ____________	State: ____________
Date: ____________	IRS: ____________	State: ____________

Section 1. - Personal Information *(continued)*

J. At any time during 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? If yes, please provide all relevant information. **(CIRCLE ONE)** Yes No

K. Did you pay or receive alimony in 2020? **(CIRCLE ONE)** Yes No

Please provide the amount of alimony paid or received: $____________________

The date of your original divorce or separation agreement is now **required** on tax returns. Please provide the date: ____________________

L. **Did you or your spouse have health care coverage through the government marketplace (Obamacare) during 2020?** **(CIRCLE ONE)** Yes No

If yes, you should receive Form 1095-A, which is issued by the marketplace. You may receive more than one Form 1095-A for 2020. We need all the forms you receive.

Section 2A. - NEW QUESTIONS - COVID 19 - All clients must answer in Section 2A

A. The US government paid economic stimulus payments (up to $1,200 per adult, $500 per child) to households in late spring and summer of 2020.

Please indicate the exact dollar amount you received. This amount must be included on your tax return. Please be **exact.** $_______________ . ____

Attach Notice 1444 you received with your check or go to *IRS.gov/Account* to get the amount.

B. Did you / spouse work remotely for an employer located in another state? Yes No

Please contact our office to discuss. You may have additional state filing requirements.

C. Did you / spouse take withdrawals from an IRA, Roth, myRA, Keogh, SEP, SIMPLE, 401(k) or other qualified retirement plan DUE TO a Federally declared disaster or COVID 19? Yes No

If yes, did you repay any of the distributions in 2020? Yes No

If yes, how much did you repay? Please be **exact.** $_______________ . ____

D. Did you receive any other COVID 19 benefits - Federal or State - during calendar year 2020 not mentioned elsewhere in Section 2A or 2B? Yes No

Please give us details.

Section 2B. - NEW QUESTIONS - COVID 19

If you have a small business that reports income and expense on Schedule C, E or F of your personal tax return, please answer questions C - H below. If you are not sure, please contact our office. If you do not have a business, please skip to Section 3.

E. Did you receive an Economic Injury Disaster Grant? Yes No

Please provide information from bank showing amount received.

F. Did you receive an Economic Injury Disaster Loan? Yes No

Please provide information, including the loan documents, from bank showing amount received and terms given.

Section 2B. - NEW QUESTIONS - COVID 19 (continued)

G. Did you receive a Paycheck Protection Program Loan? Yes No
Please provide information, including the loan documents, from bank showing amount received and terms given.

H. Did you have the Paycheck Protection Program Loan forgiven? Yes No N/A
Please provide documentation from the bank showing the *principal* **AND** *interest* amounts forgiven.

I. If you have an SBA loan, did you receive notice from the SBA that payments would be suspended for a period of 6 months starting in April 2020? Yes No N/A
Please request a 2020 loan history from the bank holding the SBA loan and provide it to our office.

J. Two new employer tax credits were created in 2020 in response to the coronavirus. Please provide details if you applied for and received either tax credit listed below.

Sick and Family Leave- wages paid to employees while home ill with Covid, caring for someone that had Covid or because daycare was closed. Yes No N/A

Employee Retention Credit - wages paid while the employer was partially or fully suspended due to government orders, or the employer experienced a significant drop in gross revenue. Yes No N/A

Section 3. - Foreign Assets and Foreign Income

A. At any time during 2020 did you, your spouse or your dependents own an interest in, or have signature authority over, any financial account (checking, savings, securities or a brokerage account) located in a foreign country?

Include accounts shared with dependents that may be temporarily abroad (a college student studying overseas), or a parent living in another country.

Exclude foreign assets/stocks in a US administered broker account, even if your broker account says foreign taxes were paid. Yes No

B. During 2020, did you receive a distribution from, or were you the grantor of, or transferor of money to, a foreign trust? Yes No

C. To the best of your knowledge, do you own any foreign property, hold a business interest in an entity located in a foreign country, or have retirement accounts in a foreign country? If yes, please describe. Yes No

Section 4. - Dependent Information - if N/A, draw line through section

A. Are there any changes in dependents to be claimed from last year? Yes No
If yes, please provide name, date of birth, copy of social security card and relationship (son, daughter, parent, etc.)

B. In the case of a divorced or separated family, and you are the NON-Custodial parent, do you have a signed Form 8332 allowing you to claim the child as your dependent? Yes No
If yes, provide signed Form 8332.

Section 4. - Dependent Information (continued) - if N/A, draw line through section

C. Did any dependent children earn income from a summer job, a part-time job, work study while at college, or as a 1099 payee in 2020? Yes No
   If yes, has a tax return already been filed for the dependent? Yes No
   If no, would you like us to prepare them for an additional fee? Yes No

D. Do you have any dependent children under the age of 19, or a full time student under age 24, with interest, dividends, and capital gains, etc. greater than $2,200 in 2020? Yes No
   If yes, has a tax return already been filed for the dependent? Yes No

E. Did any of your dependents have income from a trust in 2020? Yes No
   If yes, has a tax return been filed for the dependent? Yes No

If your dependent already filed their tax returns, please provide us a copy. If your dependent's return was prepared incorrectly, it may delay preparation and e-filing of your tax returns and, more importantly, the family as a whole may pay more tax than required!

Section 5. - Income

A. Did you receive payments in 2020 from real estate you sold in a prior year? Yes No
   If yes, we will need details of the sale, if not already provided.

B. Did you sell an existing business, rental, or other property in 2020? Yes No
   If yes, attach a signed copy of the closing papers.

C. Did you sell any stocks, bonds, cryptocurrency, etc. in 2020? Yes No
   If yes, provide purchase cost and purchase date(s)

D. Did you receive payments from a pension, profit sharing or 401(k) plan, Traditional IRA, Roth IRA, Keogh, SIMPLE or SEP in 2020? Yes No
   If yes, provide all Form 1099Rs

E. Did you receive any disability income during 2020? Yes No
   If yes, provide documentation

F. Did you cash out any Series EE or U.S. Savings bonds in 2020 that were originally issued after 1989? Yes No
   If yes, provide documentation

G. Did you have any other income to be reported, such as income from unemployment, gambling earnings, lottery winnings, awards, etc.? Yes No
   If yes, provide documentation

Section 6. - Purchases, Sales and Debt Information

A. Did you start a new business in 2020? Yes No
   If yes, call our office to discuss, if you have not already done so.

B. Did you acquire a new interest in any partnership or S Corporation? Yes No
   Are you the partner/shareholder responsible for the preparation of the company's tax return? Yes No
   If yes, please call us immediately for assistance.
   If no, please provide Schedule K-1 from the partnership or S Corp.

C. Did you take out a home equity loan this year? Yes No
   If yes, did you use the proceeds to improve your principal residence? Yes No

For Sections 7 and 8 below, we ask that you provide the following, even if you plan to use the standard deduction. Some of these items may qualify for state deductions and credits.

Section 7. - Medical, Mortgage Interest, Taxes and Casualty Losses

A. Did you list and summarize your 2020 out-of-pocket medical expenses? Yes No

B. Did you include mortgage and property tax statements for all properties owned? Yes No

C. Did you attach copies of your 2020 registration cards for personal vehicles, boats, trailers, etc. Yes No

Casualty losses
A list of 2020 federal declared disasters is available at https://www.fema.gov/disasters/disaster-declarations Only casualty losses caused by fire, flood, wind, etc. in a federally declared disaster area are deductible in 2020. Please provide details on your casualty loss, if due to one of these disasters.

Section 8. - Charitable Donations

New in 2020: Even if you do not itemize your deductions on Schedule A, you may be entitled to a $300 deduction for charitable contributions. Please provide us with your donations.

IMPORTANT - Donations paid directly to individuals, "Go-fund-me" accounts, political parties, political action committees or political campaigns **are not deductible**. Do not include below.

A. If you donated to not-for-profit charities by check or credit card in 2020, please list below:

Name of Charity:	Date Paid:	Dollar Amount:

*** Reminder, please provide this detailed list even if you do not itemize deductions on your federal return. Certain donations qualify for state credits. ***

Need more space? Please continue your list on separate sheet of paper or in the appropriate section of the Organizer. Keep receipts from the charity to prove your donation.

B. If you donated clothing, furniture, household items, shares of stock or other non-cash items in 2020, we are required to report all the following information for non-cash donations:

Charity name and full address (street, city, state, zip)
The date of your donation and a complete list of items donated
Fair market value of donation (you must determine this)

Stating that you donated "6 bags of clothes" is no longer adequate. You are responsible for a detailed list of items and the dollar value of each item donated (example: 30 sweaters, $3 each). Large value items may require an appraisal before a deduction is allowed.

Please provide the letter from the charity showing receipt of the non-cash items.

Section 8. - Charitable Donations (continued)

C. Did you make any charitable donations directly from your IRA required minimum distribution - called a Qualified Charitable Distribution? Yes No
If yes, please provide documentation from the IRA company.

D. Did you contribute to an Indiana Scholarship Granting Organization, (SGO) or an Indiana Neighborhood Assistance Program, (NAP) ? Yes No
<u>If yes, provide the certification letter from the organization. We must attach the letter to the Indiana return and paper file the Indiana return.</u>

Section 9. - Other Information

A. Did you pay student loan interest during 2020? If yes, provide Form 1098E. Yes No

B. Did you gift a total of $15,000 or more to any individual during 2020? Yes No
If yes, please provide name of individual, date and amount of gift.
Please note that "gifts" include money, cars, stocks, artwork, etc.

C. Did you <u>deposit into</u> any Traditional IRA accounts in 2020? Do <u>not</u> include retirement plan contributions through your employer or Simple Plans. Yes No
If yes, please provide a statement from the IRA company.

D. Did you <u>deposit into</u> any Roth IRA accounts in 2020? Do <u>not</u> include retirement plan contributions through your employer or Simple Plans. Yes No
If yes, please provide a statement from the IRA company.

E. Did you <u>deposit into</u> a health savings account (HSA) in 2020? Yes No
If yes, please provide Form 5498-A from your HSA provider

F. Did you <u>withdraw from</u> a health savings account (HSA) in 2020? Yes No
If yes, please provide Form 1099-SA from your HSA provider

G. Did you pay college education expenses for you, your spouse, or a dependent during 2020? Yes No
If yes, provide Form 1098-T from the college or university and copies of the tuition bills.

Section 10. - Indiana Residents Only

A. Indiana county of where you lived on January 1, 2020 ____________ Spouse ____________
Indiana county of where you worked on January 1, 2020 ____________ Spouse ____________

B. Did you <u>deposit into</u> an Indiana College Choice 529 Investment Plan in 2020? Yes No
If yes, please provide the December 31, 2020 statement showing the account number and the amount deposited.

C. Did you <u>withdraw from</u> an Indiana 529 Investment Plan in 2020? Yes No
If yes, please provide Form 1099-Q.

D. Did you incur education expenses (tuition, fees, books) for dependents who attended an Indiana private school or home school in grades K - 12? Yes No
If yes, provide costs paid for each dependent separately.

If you need assistance completing this checklist, please call Metzger, Mancini & Lackner, LLP at (574) 232-9973. We are happy to help!

Section 10. - Indiana Residents Only (continued)

E. Homeowners - Please provide the real estate taxes paid on your residence and the Indiana property tax statements.

F. If you rented a house or apartment, provide the name and address of the landlord, the number of months rented and total rent paid.

G. Did you purchase any items from out-of-state businesses on which sales tax was not charged (i.e. online purchases)? Yes No

If yes, enter total purchase price. $______________ . ____

Section 11. - Michigan Residents Only

A. Homeowners - Please provide the real estate taxes paid on your residence, the Michigan property tax statements and the dates you made your payments.

B. Renters - Please provide address of home you rented, Landlord's name and address, number of months rented and the total rent paid for the year.

C. Did you pay tuition to a Michigan college? Yes No

D. Did you purchase any items from out-of-state businesses on which sales tax was not charged (i.e. online purchases)? Yes No

If yes, enter total purchase price. $______________ . ____

E. Please provide your Michigan School District ______________________________

Section 12. - Final Review

A. Did you read and answer all the questions in this checklist? Yes

B. Did you read and sign the "Letter of Engagement"? Yes
Please return the "Letter of Engagement" with this checklist.

C. Did you attach <u>**all**</u> your documents (W-2s, 1099's, etc.) to this checklist necessary to complete your tax return? Yes No
If <u>**no**</u>, please indicate any additional information you believe is missing.

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D. If you want refunds deposited directly to your bank, please provide the following.
<u>Print clearly</u>. <u>**You will be required to verify this information on your return.**</u>

<u>**DO NOT ASSUME**</u> **we have this from last year.** Missing information <u>**will**</u> delay processing.

Credit Union or Bank name ______________________________

Routing number ______________________________

CHECKING account number ______________________________

or SAVINGS account number ______________________________

Section 12. - Final Review (continued)

E. We will electronically file your tax returns and return your original documents to you, along with a paper copy of your completed returns, for your files. Only when requested by you in writing, and **for an additional fee of $25.00** per tax return year, will we provide you a scanned copy of your federal and state tax returns as an attachment to an email using an email address that you designate or on a USB device that you provide. Payment due in full before email can be sent.

Do you wish to have a scanned copy of your return for an additional $25? Yes No

F. Do you want us to use a delivery service (UPS, FEDEX, etc.) to return your tax returns and documents to you **for an additional charge** when they are ready? Yes No

IF YES - check one [ ] below AND print the address where you want your package delivered.

[ ] No signature required, default

[ ] Signature required

Street: ____________________

City, State, Zip: ____________________

Section 13 - Looking ahead to 2021

Do you anticipate a significant change in income, deductions or dependents in 2021? Yes No
If yes, please provide details.

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I (we), the undersigned, have read the above checklist and answered each question to the best of my (our) ability on my (our) behalf, and on behalf of all persons claimed on my income tax return in 2020.

____________________ ____________________
Signature Date

____________________ ____________________
Signature (Spouse) Date

METZGER MANCINI & LACKNER WAS VOTED THE
2020 SOUTH BEND TRIBUNE READERS' CHOICE
BEST ACCOUNTANT IN MICHIANA

Thank You!! **It's our privilege to serve you!**