

2021 Personal Income Tax Checklist

Checklist Instructions: Please review the list of all income, adjustments, deductions, and credits listed below and check all that apply to your household for 2021. We will need you to provide the respective supporting documentation for each item as it is listed in the “Required forms and documentation” column.

You received <u>INCOME</u> from:	✓	Required Forms/ Documentation:	#
Employer/Paycheck		W-2	
Advanced Child Tax Credit (CTC)		6419 (included in letter from IRS)	
3 rd Economic Impact Payment (3 rd stimulus)		6475 (included in letter from IRS)	
Social Security		SSA-1099	
Unemployment		1099-G	
Interest		1099-INT	
Dividends		1099-DIV	
Retirement distributions		1099-R	
NEW Cryptocurrency / virtual currency		List of all taxable transactions – See www.rac-co.com/crypto	
Investment Activity (buying/selling stocks)		1099-B (Consolidated Statement)	
Health Savings Account (HSA)		1099-SA	
Gambling		W2-G	
Privately Held Corporations/Partnerships		K-1 <input type="radio"/> RAC prepares this for me	
Small Business / Real Estate / Rental / Farm		2021 income statement, balance sheet and asset schedule	
Qualified Tuition Program		1099-Q	
Forgiven Debt or Foreclosure		1099-C	
Other:			
Other:			

You expect <u>DEDUCTIONS</u> from:	✓	Required Forms/ Documentation:	#
Home ownership/mortgage		1098 Mortgage Statement and Property Taxes Paid	
Purchase and/or Sale of Real Estate		Closing document (attorney-provided) and/or 1099-S	
Charitable donations (cash and/or non-cash)		Estimated value of donated items OR Receipt for cash	
Unreimbursed employee expenses		Total amount, receipt, details	
Home office expenses (self-employed only)		Square footage of office and all relevant expenses	
Mileage (businesses, medical, and charitable)		Vehicle description, total annual miles, deductible miles	
Other:			

You expect <u>ADJUSTMENTS</u> from:	✓	Required Forms/ Documentation:	#
Student loan payments		1098-E	
Retirement account contributions (non-payroll)		5498	
Health Savings Account (HSA) contribution		5498-SA	
Cash Charitable Contributions		Charity and donation letters	
Other:			

You expect <u>CREDITS</u> for:	✓	Required Forms/ Documentation:	#
Childcare or other dependent care expenses		EIN for provider and total amounts paid to provider by child	
College tuition (for you, spouse or dependent)		1098-T	
Full year Firefighter or EMT volunteer (NYS)		Name & address of where you volunteered	
Certified energy efficient property purchase		Paid receipts	
Other:			

Other Known Tax Matters:	✓	Required Forms/ Documentation:	#
Required for all taxpayers & spouses to e-file		Copy of valid Driver’s License or NYS ID card	
All 2021 estimated income tax payments		Record of all payments made to each agency (dates & amounts)	
IRS or NYS tax notice		Complete copy of the tax notice(s)	
2021 NYS STAR Tax Relief Check		Amount or check stub provided by NY when you get the check	
Other:			