

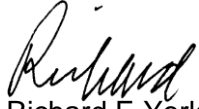
Here is your **FREE** 2021 Income Tax Organizer

This will help you **organize your tax information** and make sure you don't miss any **important deductions**. There are several tax law changes this year, so please review all sections of the tax organizer carefully.

Our fees are competitive, and we will gladly quote you a fee **over the phone**. We run an efficient, friendly office; and we are here **all year round** to answer your questions.

Please call us at **909-944-0770** or stop by our office at **9140 Haven Avenue, Suite 105, Rancho Cucamonga** to make an appointment. Evening and weekend appointments are available.

Sincerely,



Richard E Yorke, CPA

QUESTIONS					
If any of the following items pertain to your spouse or you during the tax year, please check the appropriate box and include all pertinent details and/or explanation.					
YES	NO		YES	NO	
		Were you audited or notified of any changes by either the IRS or State taxing agency during the year? Provide copies of all notices or correspondence.			Did you or your spouse own or have any interest in any foreign assets or have an interest in or signature authority over any bank or brokerage account held in a foreign country? If so, please explain.
		Did you, your spouse and your dependents have health care coverage for all the year? If so, provide detail for each month you, your spouse and dependents had coverage if not all year. (The FTB will assess taxes for failure to have required health care coverage.)			Did you or your spouse have unreimbursed employee business expenses i.e. mileage, travel, telephone, supplies or other out of pocket expenses? These are deductible only for California purposes.
		If the answer to the above question is no, please explain the reasons for the lack of coverage. You may qualify for an exemption from the additional taxes)			Did you make any out of state or internet purchases without paying California sales tax? We will discuss the lookup table.
		Are any of your unmarried children, who might be claimed as dependents, 18 years of age or older? Note that special rules apply to claim them as dependents.			Did you purchase, sell, refinance, or lose by foreclosure any real property or obtain an equity loan during the year? If yes, please provide us the final closing settlement and explanation.
		Do you have any dependent children under age 24 with interest, dividend and/or capital gain income more than \$1,100? Please attach their 1099s, W-2s, etc. or provide a copy of the return they may have already filed.			Did you make payments for post-secondary education for yourself or dependent children? Attach Form 1098-T, and list other fees computers and course materials required for enrollment. We recommend your children delay filing their 2021 returns until we review the options available.
		Are there any changes in dependents from your previous year's tax return? We recommend you review with us the possible tax implications of those changes.			Did you install any energy efficient improvements or energy property in your residence? Please describe and provide amount paid.
		Did you pay for childcare while you or your spouse worked, looked for work or was a full-time student at an educational institution?			Does anyone owe you money which has become uncollectible or are there other type losses you think might be deductible? Let's discuss.
		Did you or do you wish to contribute to an IRA or a Roth IRA account by April 15, 2022, or did you convert an IRA into a Roth IRA during the tax year?			Have you ever used any portion of your home mortgage for anything other than original purchase and improvements?
		Did you pay more than \$750 in any quarter or \$2,300 during the year for domestic services performed in or around your home to individuals who could be considered household employees i.e., nannies, babysitters, or maids?			Did you make cumulative gifts to an individual or to a trust of more than \$15,000 during the year? If so, a gift tax return may be required. Note the annual gift exclusion for 2022 is \$16,000 per individual.
		Did you have any investments in an S corporations, trust, partnership, estate, or LLC? If so, please attach the K-1s.			Were you or your family affected by Covid-19? Describe.
		Did you have any debts canceled, forgiven, or refinanced during the year? Provide 1099-C or final settlement statements. If so, we need to discuss this to see if any exemptions exist to avoid paying taxes on the income.			At any time during 2021, did you own, receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?
		Did you or your spouse receive any disability income during the year? If yes, please provide details.			Did you inherit any property in the past few years?
		Did your marital status change from the previous year's tax return? Let's discuss.			Are the beneficiaries listed in your wills, trusts or IRA accounts up to date? If not, please follow up on this.

TAXPAYER			SPOUSE		
First Name	Initial	Last Name	First Name	Initial	Last Name
Social Security #			Social Security #		
Date of Birth	Occupation		Date of Birth	Occupation	
Street Address			City, State and Zip Code		
Work Telephone	E-Mail Address		Work Telephone	E-Mail Address	
Home Telephone	Cell Phone		Cell Phone		

FILING STATUS - Check appropriate box

Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Head of Household	<input type="checkbox"/>	Married filing Separate	<input type="checkbox"/>		<input type="checkbox"/>
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ELECTRONIC FILING

Electronic Filing	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	Automatic Deposit?	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES (attach a VOID check)	<input type="checkbox"/>
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DEPENDENTS (IF OVER 18 MUST BE FULL TIME STUDENT OR HAVE LESS THAN \$4,300 INCOME)

Name	Name	Name	Name
Date of Birth	Date of Birth	Date of Birth	Date of Birth
Social Security #	Social Security #	Social Security #	Social Security #
Relationship	Relationship	Relationship	Relationship
Months lived at Home	Months lived at Home	Months lived at Home	Months lived at Home

SALARIES AND WAGES - Attach W-2s NOTE ANY HSA PLANS

Name	Gross	Federal withholding	FICA	Medicare	State withholding	SDI

INTEREST INCOME - Attach Forms 1099INT DIVIDEND INCOME - Attach Forms 1099DIV

Payer	Amount	Payer	Total	Capital Gain	Ordinary

STATE INCOME TAX REFUND - Attach Form 1099G

Amount Received		_____ Check if you did not itemize last year
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**CAPITAL GAINS (LOSSES) - Attach Forms 1099-B, 1099-S and information provided by financial institution
ANY STOCK SALES INVOLVING EMPLOYEE STOCK OPTIONS MAY REQUIRE ADJUSTMENT TO BASIS**

Description	Date acquired	Date sold	Sales price	Cost or Basis

PENSION AND IRA DISTRIBUTIONS - Attach Form 1099R

Payer	Gross distribution	Taxable Amount	Federal withholding	State withholding	Amount Rollover

ALIMONY RECEIVED-WE WILL NEED THE DATE OF THE AGREEMENT

Payer	Payer's Social Security #	Amount Received

UNEMPLOYMENT RECEIVED - Attach Forms 1099G

Taxpayer Amount	Spouse Amount

SOCIAL SECURITY RECEIVED - Attach Forms SSA-1099

Taxpayer Amount	Spouse Amount

OTHER INCOME - Attach Forms 1099-MISC, 1099-NEC, 1099-C, W2-G, etc.

Description and Amount

ADJUSTMENTS TO INCOME

ALIMONY PAID-DATE OF AGREEMENT	Payee	Social Security #	Amount

IRA Deduction	Keogh/SEP Deduction	Penalty on Early Withdrawal of Savings	SIMPLE Plan Deduction	Education IRA Deduction	HSA IRA Deduction

DEDUCTIONS EVEN IF YOU USE STANDARD DEDUCTION FOR FEDERAL

Medical and Dental Expenses IF OVER 7.5% AGI	Contributions you can substantiate
Insurance Premiums (Net)	Contributions by Cash or Check
Long Term Care Insurance- Separate for each spouse	Contributions Other than Cash (attach detail listing if more than \$500)
Doctors, Dentists, etc.	
Taxes Paid	Interest Paid -Attach all 1098
State and Local Income Tax	Home Mortgage (1 st)
Real Estate Taxes - residence	Home Mortgage (2 nd)
Real Estate Taxes - Other Property	Home Mortgage (Equity Line)
Auto Licenses (nonbusiness)	Student Loan Interest
Other Personal Property Taxes	Investment interest
Sales tax on new vehicle or other large purchase	If any portion of mortgage ever used for anything other than original purpose or improvements, mortgage deduction will be limited
Miscellaneous Deductions-CA only	Unreimbursed Employee Business Expenses- CA only
Union/Professional Dues	Description
Investment Expense	Expenses of Elementary or Secondary school educator
Tax Return Preparation Fees	
Safe deposit box	

ESTIMATED TAX PAYMENTS (Any overpayments to be applied?)

FEDERAL	Date paid	Amount Paid	STATE	Date Paid	Amount Paid
Overpayment - Prior Year			Overpayment - Prior Year		
1 st Quarter			1 st Quarter		
2 nd Quarter			2 nd Quarter		
3 rd Quarter			3 rd Quarter		
4 th Quarter			4 th Quarter		

PLEASE PROVIDE A COPY OF THE PRIOR THREE YEARS FEDERAL AND STATE TAX RETURNS IF WE DO NOT ALREADY HAVE THEM.

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BUSINESS INCOME AND EXPENSES				RENTAL INCOME AND EXPENSES			
First year		Cash Basis		Accrual Basis		<input type="checkbox"/>	Check if property was purchased / refinanced or converted to rental property during the year.
Other Accounting Method							
Taxpayer		Spouse		Property Address and type (see below)			
Principal Bus/Profession				1			
Business name				2			
Business Address				3			
City, State, Zip				PROPERTY # 1 2 3			
INCOME				INCOME			
Gross receipts or sales				Rents			
Returns & allowances				Other			
Other income				EXPENSES			
COST OF GOODS - if applicable				Advertising			
Inventory - beg of year				Association dues			
Inventory - end of year				Auto and travel			
Purchases				Cleaning / maintenance			
Cost of items for personal use				Commissions			
Cost of labor				Gardening			
Material and supplies				Insurance			
Other costs				Labor			
EXPENSES				Professional fees			
Advertising				Miscellaneous			
Car & truck expense*				Mortgage interest (1098)			
Commissions				Other interest			
Insurance-Health for employees				Repairs & maintenance			
Insurance (other than health)				Supplies			
Health insurance premiums - Self*				Taxes			
Mortgage interest				Telephone			
Other interest				Utilities			
Legal & professional				Improvements			
Office expense				Other			
Pension & profit sharing							
Rent - vehicle and equipment				Attach closing settlement statements for properties listed above.			
Rent - other business property				Provide details of improvements made during year.			
Repairs				Please describe type of rental property:			
Supplies				1 Single family residence 7 Self Rental			
Taxes - real estate				2 Multi-family residences 8 Other (describe)			
Taxes - other				3 Vacation/short term rentals			
Travel				4 Commercial			
Meals				5 Land			
Utilities				6 Royalties			
Wages (provide W-3 and W-2s)							
Did you acquire or dispose of any business assets (including real estate) during the year? Provide the amount sold and a complete federal and California depreciation schedule from 2021.				Business Auto: mileage rate 56 cents per mile or business percentage of depreciation and out of pocket expenses. Year _____ Make _____ Model _____			
Did you file all required Forms 1099? Yes ____ No ____				Cost of vehicle			
Did you have a home office during the year? YES ____ NO ____ Total sq footage of home _____ Sq footage used exclusively for business use _____ Provide cost of home, improvements, and prop tax bill				Gas, Oil & Maintenance			
Rent		Insurance		Insurance			
Utilities		Repairs		Other			
Prop taxes		Other		Total miles driven			
				Total business miles driven			
				Total commuting miles driven			
				Total personal miles driven			

