

- Completed Tax Organizer.** Please respond to the Questionnaire in the front pages of the Organizer.
- Engagement Letter** signed and dated. Both spouses must sign if married. Contact Lotts if you would prefer to sign this electronically.
- Tax Documents** as applicable (*please provide these forms even though you've listed the amounts in the Organizer*):
 - W-2** Forms.
 - 1099** Forms [**INT**erest; **DIV**idend; **B**roker; **C**ancel Debt; **MISC**ellaneous; **NEC**(nonemployee compensation). Retirement; **Q**ualified Tuition Plan; Others].
 - Statement of Realized Gain/(Loss)** [usually received from the brokerage company].
 - Social Security Benefits Statement** [SSA-1099].
 - K-1** Forms from Partnership, S Corp, Estate/Trust [All pages].
 - 1098** Forms [Mortgage Interest Paid] **1098-E** [Student Loan Interest Paid] **1098-T** [Tuition Paid].
 - Health Savings Account (HSA)** Related forms [1099-SA and 5498-SA].
 - 2022 County Property Tax Statement** if homeowner; **Certificate of Rent Paid (CRP)** form if you are a MN renter.
 - Settlement Statement** (also called the Closing Disclosure) from the closing of any home purchase, sale or refinance.
 - Affordable Care Act (ACA)** Health Insurance verification is reported on **1095 forms**. If you purchased health insurance through MN Sure or another exchange, **Form 1095-A** is required.
 - Notice 1444** or record of Economic Impact Payments (stimulus checks) received in 2021.
 - Letter 6419** or record of **Advance Child Tax Credits** received during 2021.
- Any Notices or Bills** received from a Tax Authority. Include any letters from Minnesota Revenue related to conformity adjustments.
- If you're a **new client**, 1) provide a copy of prior year Federal and State tax returns if we don't already have them and 2) provide a copy of your (both spouses) driver's license.

TOPICAL INFORMATION

Specific to 2021:

- **Economic Impact Payments (stimulus checks): Please provide Notice 1444 or a record of Economic Impact Payments received in 2021.** These payments are not includible in gross income. If you did not receive payments but qualify based on your 2021 income, you'll claim the credit on 2021 Form 1040.
- A \$300 deduction for cash charitable contributions made during the year is available to taxpayers who do not itemize deductions. New in 2021: The deduction available is \$300 per spouse if married (up to \$600 total).
- **CARES Act provisions for businesses:** The CARES Act provided funding for several business stimulus programs in response to the COVID-19 pandemic. Let us know if your business received a Paycheck Protection Program (PPP) loan, Economic Injury Disaster Loan (EIDL), or utilized another CARES Act provision to support your business. For the PPP loan, we'll also want to know how much of your loan was forgiven by 12/31/2021.

- **Letter 6419 or record of any Advance Child Tax Credits received in 2021.** Any payments would have been sent by check or direct deposit during the second half of 2021.

Charitable Donations:

Only donations made to registered, U.S. tax-exempt organizations are deductible. Political contributions, donations to foreign charities, and gifts to individuals are NOT deductible. Prior to filing your tax return, you must have a receipt or proof of payment for all donations claimed. If the donation is \geq \$250, then you must have both a receipt and proof of payment. The charity's acknowledgement (receipt) must include words to the effect of *'no goods or services were provided in exchange for the contribution'*.

If you made donations of property or securities whose value exceeds \$500, you must also describe what was given, to whom, the date(s) donated, the date(s) acquired, cost of the property given away, and its value at donation date. Donations of vehicles generally require Form 1098-C.

Vehicle Deductions:

If you use your vehicle for self-employment or rental property purposes,

you may be eligible for a deduction. A Standard Mileage deduction is available for most taxpayers and is the most common method among our clients. Using Actual Expenses is another option. If you want to claim a vehicle deduction, further clarification about the necessary information can be found on Lotts's website. Please assemble the required information on the relevant pages of the Organizer. If vehicle use is a new factor in your tax situation, contact Lotts to request an Organizer supplement. There is no vehicle deduction for employees.

Supplemental Information is sometimes needed. If there were changes in your situation (economic, family, location, etc.) compared to the prior year, or if you have information to share that was not captured in our Organizer, please be sure to communicate about those topics to us. Contact us to request supplemental Organizer pages for business, rental, business use of home, vehicle use, or other new matters.

Minnesota-Specific Information such as property taxes, K-12 education expenses, 529 Plan contributions, student loan payments, and long-term care insurance is gathered on the final pages of the Organizer. Please provide applicable data.