



PACE ACCOUNTING

BOOKKEEPING • PAYROLL • TAXES • INCORPORATION • NOTARY • BUSINESS SOLUTIONS

TAX PREPARATION CHECKLIST | Page 1 of 3

PART 1 | CONTACT INFORMATION

New Client Yes | No

Filing Status Single | Married | Married, filing separately | Changed Marital Status | Unsure

Preferred Contact Primary | Spouse Preferred Contact Method Email | Work Phone | Cell Phone | Home Phone

TAX YEAR

PRIMARY TAXPAYER

Last Name _____

First Name _____

SSN or ITIN _____

Occupation _____

Date of Birth _____

Email _____

Work Phone _____

Cell Phone _____

Home Phone _____

Address _____

City and State _____

Zip Code _____

SPOUSE OR PARTNER

Last Name _____

First Name _____

SSN or ITIN _____

Occupation _____

Date of Birth _____

Email _____

Work Phone _____

Cell Phone _____

Home Phone _____

Floor or Apt # _____

Does Spouse live at a separate address? Yes | No

Can either be claimed as a dependent by someone else?

Yes | No | Unsure

PART 2 | IDENTIFICATION DOCUMENTS

PROOF OF IDENTITY (Primary & Spouse/Partner)

Please provide a copy of your Driver's License, FRONT and BACK. If you do not have a Driver's License or State ID Card, then provide a copy of your Passport. We cannot pull your IDs from a prior year, even if not expired. **Required annually by the IRS due to increased tax-related identity theft.**

PROOF OF RESIDENCY (Children and Minor Dependents)

Please provide a copy of an ID or document that ties your dependent to your home address. This could be a birth certificate (newborns only), medical or school record. You must show that your child and/or minor dependents lived with you during the tax year. **Required annually by the IRS.**

PART 3 | DEPENDENTS OR PERSONS LIVING IN YOUR HOUSEHOLD INFORMATION Same as Last Year No Dependents

If any dependents listed did not live at the primary taxpayer's address the entire year, please discuss this with your preparer. If you are a NEW CLIENT or have a NEW DEPENDENT this tax year, please provide the dependents Social Security Card and Birth Certificate.

Legal Name	Relationship	Date of Birth	SSN or ITIN	College Student	Disabled*
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

*Disabled—To qualify as disabled, it must be a total and permanent disability that is verifiable. Please submit proof of disability.

Easy as 1, 2, 3! 1. Check all that apply 2. Provide copies of forms in parenthesis 3. Fill out and attach required worksheets*

1 | INCOME & DISTRIBUTIONS

- Employer (W-2)
- Self-Employment
Cash or Independant Contractor (1099)
If yes, fill out **Schedule C Worksheet**
- Interest (1099-Int)
- Social Security (SSA-1099)
- Retirement Plan Distribution (1099-R)
- Retirement Plan Rollover (1099-R)
- Dividends (1099-Div)
- Stock or Mutual Fund Sale (1099-B)
- Unemployment (1099-G)
- Foreign Income/Interest
- Partnership/S-Corp (K-1)
- Rental Income
If yes, fill out **Schedule E Worksheet**.
- Other _____

2 | DEPENDENTS

- I Don't Have Dependants
- Adopted a Child
- Paid Day/Child Care—12 & Under
If yes, fill out **Schedule CDC Worksheet**.
- Student Loan Interest (1098-INT)
- Attended College (1098-T)

3 | HOME OWNERSHIP Do Not Own

- Mortgage Payment (1098)
- Paid Property Taxes
- Home Energy Improvements
- Installed Solar Energy
- Heat Home with Bio Fuel
- Rent Part or All of My Home
If yes, fill out **Schedule E Worksheet**.
- Refinanced My Home
- Foreclosed or Abandoned Property (1099-A)

4 | EMPLOYEE EXPENSES

- Moving Expenses (Moved at least 50 miles.)
- Other _____

Itemized Deductions:

- Home Office Deductions
- Work Related Education
- Un-Reimbursed Expenses (Employer)
- Union Dues

If yes to ANY of the above Itemized Deductions, fill out **Schedule U Worksheet**.

5 | CREDITS & DEDUCTIONS

- Charitable Donations
If yes, fill out **Schedule A - Charitable Expenses Worksheet**.
- Student Loan Interest (1098-E)
- Attended College (1098-T)
- 529 NY Plan Contribution
- HSA Contribution (1099-SA)
- IRA Contribution
Cannot be a IRA from your employer.
- Rent Paid Annually \$ _____
- Other _____

6 | REPORTABLE TRANSACTIONS

- Foreign Gift/Inheritances Received
- 529 Coverdell Distribution (1099-Q)
- HSA Distribution (1099-SA)
- Crypto Currency - Bought, sold, exchanged, and/or received virtual currency like Bitcoin (1099)

7 | ADDITIONAL DOCUMENTS

If you have other documents or worksheets not listed on this form that you would like to submit, please list them here:

- _____
- _____

8 | HEALTH

- Insurance - By Employer
- Insurance - By Marketplace (1095-A)
- Long Term Care Premiums Paid
- Medical Expenses
If yes, fill out **Schedule A - Medical and Dental Expenses Worksheet**. Generally you must have more than \$12k (single, \$24k married) in deductible medical expenses to qualify.

9 | MISCELLANEOUS

- Bought or Sold a Home
- Paid or Received Alimony
- Suffered Catastrophic Loss
- Gambling Winnings (W-2G)
- Active Military
- Legally Blind
- Had Cancellation of Debt (1099-C)
- Paid Estimated Taxes
- Other _____

10 | FOREIGN ACCOUNTS

- Have \$10K or more in a foreign account or trust at any point in the year
If yes, preparer must file an **FBAR**.
- Have an account(s) or signature authority over any account(s) such as a bank, securities, or brokerage account in any foreign country

11 | ECONOMIC IMPACT PAYMENT

- Received 3rd Economic Impact (EIP) Payment due to Covid 19 in 2021.
Amount Received \$ _____
If yes, attach **IRS Letter Notice 6475**. This letter will be mailed starting late Dec 2021 through Jan 2022. If married, expect 2 letters.

12 | ADVANCED CHILD TAX CREDIT

- Received advanced Child Tax Credit (CTC) payments in 2021.
If yes, attach **IRS Letter Notice 6419**. This letter will be mailed starting late Dec 2021 through Jan 2022. If married, expect 2 letters

2021 TAX YEAR ONLY

2021 TAX YEAR ONLY

TELL US ABOUT YOUR YEAR OR ANY UPCOMING CHANGES

To help you find as many credits and deductions as possible, tell us about anything that may affect your current or future return. For example, you are looking to buy a property; you might sell a property; are considering installing energy-efficient windows or solar; or maybe buying an electric car.

*All worksheets can be found at www.paceaccounting.com/documents-and-tools or email info@paceaccounting.com to request

1 | IRA CONTRIBUTION Choose one:

Would you like to contribute to a traditional IRA if it could lower your income tax?

Yes | No | I would like to learn more

2 | HOW DID YOU HEAR OF PACE ACCOUNTING? Check all that apply:

Email | Social Media | Online Search | Online Map | Print Ad | Passed By The Office

Referral | Referral Name _____

3 | HOW WOULD YOU LIKE TO RECEIVE YOUR TAX RETURN? Choose one:

Digitally via Secure Client Portal (PDF)—**FREE: Best and Most Secure!** Original source documents are scanned, returned as PDF, then shredded.

USPS Priority Mail (Tracking Included, Signature Optional)—**\$10.00** Original source documents are returned to you. 1 to 3 day delivery.

USPS First Class Mail—**FREE** Original source documents are returned to you. 1 to 3 day delivery.

Office Pickup—**FREE** Original source documents are returned to you.

4 | HOW WOULD YOU LIKE TO PAY PACE ACCOUNTING FOR TAX PREPARATION SERVICES? Choose one:

Check | Cash | Credit Card | **Pay-By-Refund:** Additional Fee Starting at \$89.90 (\$59.90 Federal + \$10 per State + \$20 Setup Fee)

5 | HOW WOULD YOU LIKE TO MAKE FEDERAL AND STATE PAYMENTS OR RECEIVE REFUNDS? Check ONLY one:

Pace Accounting and the IRS are strongly encouraging Direct Deposit to avoid payment delays.

Bank Withdrawal / Direct Deposit | Mail / Send Check

BANK WITHDRAWAL / DIRECT DEPOSIT INFORMATION

Account Type: Checking | Savings | Use same account as last year ending in these 4-digits: _____

Account Information: Bank Name _____

Routing # _____ Account # _____

6 | ARE YOU READY TO SUBMIT ALL YOUR DOCUMENTS TO YOUR TAX PREPARER? Choose one:

Yes, I am READY! ALL my required documents are attached. Please begin preparing my return.

No. I have questions and would like to talk to my tax preparer.

Briefly explain: _____

No. I am MISSING some documents. (Generally, your preparer will not begin your return until all documents are received.)

Briefly explain: _____

7 | DO YOU WANT YOUR PREPARER TO CONTACT YOU? Choose one:

No, only if my preparer has questions.

Yes, contact me to review my documents—BEFORE PREPARATION BEGINS.

Yes, contact me to review my completed return—BEFORE FILING.

THANK YOU!

Your tax preparer will respond soon. If you need assistance with this form please contact us.