



January 11, 2022

Income tax time is just around the corner! The enclosed packet has been prepared to assist you in gathering information for your 2021 tax return. Review the entire packet and answer any questions that apply.

Certain lines in the packet contain information from last year's return. You do not need to change the dollar amounts from last year, these figures are provided for reference only.

Bring this packet and all supporting documents, including W-2 and 1099 statements, to your tax appointment. We appreciate your trust in our business. Contact our office at 850-435-4844, Option 2, if you have any questions or need additional information.

Sincerely,

Your Safe Harbor Tax Advisory Team

## 2021 Tax Organizer Personal Information

### Personal Information

	SSN	Has IP PIN	Date of birth
<b>Name</b>			
<b>Taxpayer</b>			
<b>Spouse</b>			
<b>Name of person to whom all information should be addressed, if not the taxpayer</b>			
<b>Street address, city, state, and ZIP</b>			
	<b>Occupation</b>	<b>Daytime phone</b>	<b>Evening phone</b>
<b>Taxpayer</b>			
<b>Spouse</b>			
<b>Taxpayer email</b>			
<b>Spouse email</b>			

### Filing status at the end of 2021

Single    
  Married    
  Widowed - If widowed and your spouse died in 2021, enter the date of death \_\_\_\_\_

Married filing separately - If married but filing separately, did you live apart from your spouse for the last six months of 2021? \_\_\_\_\_

**Yes**    **No**

Are you or your spouse blind?

Are you or your spouse disabled?

Are you or your spouse a full-time student?

Do you or your spouse want to designate \$3 to go to the Presidential Election Campaign Fund?

At any time during 2021 did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?

If you were 18 years of age, or under 24 and a student, at the end of 2021, were you in foster care on or after turning 14 years of age and agree this status can be disclosed to the IRS?

If you were 18 years of age, or under 24 and a student, at the end of 2021, were you homeless or at risk of becoming homeless and supporting yourself?

Was your earned income in 2021 less than your earned income in 2019?  
 If "Yes," enter the amount of your 2019 earned income. \_\_\_\_\_

Did you receive the third stimulus payment (Economic Impact Payment or EIP) in 2021?  
 If "Yes," enter the amount received for each taxpayer and provide Notice 1444-C or Letter 6475 from the IRS.  
 Taxpayer \_\_\_\_\_ Spouse \_\_\_\_\_

### Identification Information

<b>Taxpayer's type of photo ID</b> <input type="checkbox"/> Driver's license <input type="checkbox"/> State-issued photo ID	<b>Spouse's type of photo ID</b> <input type="checkbox"/> Driver's license <input type="checkbox"/> State-issued photo ID
Photo ID number _____	Photo ID number _____
State photo ID was issued _____	State photo ID was issued _____
Date photo ID was issued _____	Date photo ID was issued _____
Date photo ID expires _____	Date photo ID expires _____

### Account Information for Deposits and Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account		Use this account for	
			Checking	Savings	Deposits	Withdrawals

### Appointment Information

Your 2021 appointment is scheduled for \_\_\_\_\_

### Dependent and Other Information

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

#### Dependent Information

First and last name SSN	Has IP PIN	Relationship	Months in home	Date of birth	Disabled	Full- time student	Childcare Expenses

List dependents required to file a return \_\_\_\_\_

**Yes**   **No**

Did you receive advance payments of the Child Tax Credit from the IRS at any time from July through December 2021?

If "Yes," enter the amount each taxpayer received and the number of children taken into account to determine the amount received as shown on IRS Letter 6419, box 2. Or, provide Letter 6419 from the IRS.

Taxpayer \_\_\_\_\_

Spouse \_\_\_\_\_

If you were married last year and filed a joint return with your spouse, are you filing a joint return with the same spouse this year?

#### Child and Other Dependent Care Expenses

Name of care provider	Address	SSN or EIN	Amount Paid

#### Estimates

	Federal		Resident State		Resident City	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2020	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

## **2021 Information Pertaining to the American Rescue Plan Act (ARPA)**

On March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) that authorized a third round of stimulus payments and advanced payment of the Child Tax Credit. The IRS issued notices that provided the amounts you received for these payments. This information is necessary to accurately complete your 2021 individual tax return. Information provided below explains what notice you received and how to obtain the information if you no longer have the notice or have yet to receive a letter.

### **Stimulus Payment (Economic Impact Payment (EIP))**

The third round of EIP or stimulus payments began mid-March 2021. Individuals could have received up to \$1,400 (\$2,800 for married couples filing a joint return). Qualifying dependents may have also received \$1,400. Unlike the first two payments, EIP3 was not limited to children under 17. Families may have received the payment based on all of the qualifying dependents claimed on the tax return. Most families received \$1,400 per person, meaning, a single person with no dependents may have received \$1,400 while a family of four may have received \$5,600. Notice 1444-C was sent following the payments and Letter 6475 will be issued in January 2022 with a combined total.

If you no longer have Notice 1444-C, or have not received Letter 6475, log in to your IRS Online Account to get the accurate amount of EIP3 received.

1. Go to [irs.gov](https://irs.gov).
2. Select "View Your Account Information."
3. Select "Log in to your Online Account" and follow the prompts provided.

### **Advance Child Tax Credit Payments**

Under ARPA, the maximum amount for the Child Tax Credit (CTC) was increased from \$2,000 to \$3,600 for each child 5 years old and under. For children ages 6 - 17, the maximum increased to \$3,000. In July 2021, eligible families that did not opt out began receiving advanced CTC payments up to \$300 per month for each child age 5 and under and up to \$250 for each child between the age of 6 and 17. IRS will issue Letter 6419 to provide the amount received per taxpayer and how many children were taken into account to determine the amount received.

If you no longer have Letter 6419, or have not yet received it, follow the directions above to log in to your online account to access the Child Tax Credit Update Portal or log directly in to the portal using the instructions below. For married couples filing a joint return, the taxpayer and spouse will both need to log in to get the amount apportioned to each taxpayer.

1. Go to [irs.gov](https://irs.gov).
2. Select "Child Tax Credit Update Portal."
3. Select "Manage Advance Payments" and follow the prompts provided.

**Income**

Name:

SSN:

**Wages & Salaries**

Provide all copies of Form W-2

**2021 federal wages**

**Employer name**

Employer name	2021 federal wages

**Retirement**

Provide all copies of Form 1099-R

**2021 distribution**

**Payer name**

Payer name	2021 distribution

- Yes  No Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contributions?
- Yes  No Did you use any of the distributions for disaster or coronavirus relief?

**Income**

Name:

SSN:

**Form 1099-MISC Income**

Provide all copies of Form 1099-MISC

Payer name	2021 amount

**Form 1099-NEC Income**

Provide all copies of Form 1099-NEC

Payer name	2021 amount

Income

Name:

SSN:

Dividend Income

Provide all copies of Form 1099-DIV & other statements that report dividend income.

Account number Payer name	2021 ordinary dividends	2021 qualified dividends
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Interest Income

Provide all copies of Form 1099-INT, Form 1099-OID and other statements that report interest income.

Account number Payer name	2021 interest
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address

**Sale of Capital Assets**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**Sale of Capital Assets (not reported on Form 1099-B)**

Provide all brokerage statements

Description of property	Date purchased	Date sold	Sales price	Cost

**Installment Sale Income**

Description of property: \_\_\_\_\_

Date acquired \_\_\_\_\_ Date sold \_\_\_\_\_

	2021	Prior years
Selling price . . . . .	_____	_____
Mortgages assumed . . . . .	_____	_____
Cost of property sold . . . . .	_____	_____
Depreciation allowed . . . . .	_____	_____
Commissions and expense of sale . . . . .	_____	_____
Gross profit percentage . . . . .	_____	_____
Interest received . . . . .	_____	_____
Principal payments received . . . . .	_____	_____

Property was sold to a related party



**Other Income and Adjustments**

Name:

SSN:

**Other Income**

**2021 Taxpayer      2021 Spouse**

Scholarships or grants not reported on Form W-2 . . . . . \_\_\_\_\_

Social Security Benefits (attach Forms 1099-SSA) . . . . . \_\_\_\_\_

Railroad Retirement Benefits (attach Forms 1099-RRB) . . . . . \_\_\_\_\_

State income tax refund (attach Forms 1099-G) . . . . . \_\_\_\_\_

Alimony received  
     Divorce or separation date \_\_\_\_\_ Amount \_\_\_\_\_

Unemployment compensation (attach Forms 1099-G) . . . . . \_\_\_\_\_

Unemployment compensation repaid in 2021 . . . . . \_\_\_\_\_

Gambling winnings (attach Forms W2-G) . . . . . \_\_\_\_\_

Alaska Permanent Fund . . . . . \_\_\_\_\_

Jury duty pay . . . . . \_\_\_\_\_

ABLE distributions . . . . . \_\_\_\_\_

Other income: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Adjustments**

**2021 Taxpayer      2021 Spouse**

Educator expenses (If you are an educator, enter the amount you paid for classroom supplies) . . . . . \_\_\_\_\_

Contributions made to a Health Savings Account (HSA) . . . . . \_\_\_\_\_

Contributions made to a Self-Employed Pension plan (SEP) . . . . . \_\_\_\_\_

Payments made for Self-Employed Health Insurance for you, your spouse, or dependents . . . . . \_\_\_\_\_

Alimony paid  
     Name \_\_\_\_\_  
     SSN \_\_\_\_\_ Divorce or separation date \_\_\_\_\_

    Name \_\_\_\_\_  
     SSN \_\_\_\_\_ Divorce or separation date \_\_\_\_\_

Contributions made to an Individual Retirement Account (IRA) . . . . . \_\_\_\_\_

Contributions made to a Roth IRA . . . . . \_\_\_\_\_

Interest paid on a student loan . . . . . \_\_\_\_\_

Other adjustments: \_\_\_\_\_

\_\_\_\_\_

### Schedule C - Profit or Loss from Business

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**General Business Information**

TS \_\_\_\_\_ Business name \_\_\_\_\_ Employer ID number \_\_\_\_\_

Professional product or service \_\_\_\_\_

Business address, city, state, ZIP \_\_\_\_\_

Accounting Method:  Cash  Accrual  Other (specify) \_\_\_\_\_

This business started or was acquired during 2021.

This business was disposed of during 2021.

Select if this business is for:

Professional gambler

Exempt Notary income

Newspaper delivery and you are under 18 years of age

A clergy

Yes No

Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this business.

If "Yes," you filed Forms 1099 for the individuals?

You received a Paycheck Protection Program (PPP) loan for this business.

If "Yes," was any portion of the loan forgiven?

**Income**

	2021		2021
Gross receipts or sales . . . . .	_____	Other income . . . . .	_____
Returns & allowances . . . . .	_____		_____

**Expenses**

	2021		2021
Advertising . . . . .	_____	Repairs & maintenance . . . . .	_____
Car & truck expenses . . . . .	_____	Supplies . . . . .	_____
Commissions & fees . . . . .	_____	Taxes & licenses . . . . .	_____
Contract labor . . . . .	_____	Travel . . . . .	_____
Depletion . . . . .	_____	Total meals . . . . .	_____
Employee benefit programs . . . . .	_____	Utilities . . . . .	_____
Insurance (other than health) . . . . .	_____	Wages . . . . .	_____
Interest - mortgage . . . . .	_____	Family health coverage payments for taxpayer, spouse or dependents . . . . .	_____
Interest - other . . . . .	_____	Other expenses (list) . . . . .	_____
Legal & professional services . . . . .	_____		_____
Office expenses . . . . .	_____		_____
Pension & profit sharing plans . . . . .	_____		_____
Rent or lease (vehicles, machinery, & equipment) . . . . .	_____		_____
Rent (other business property) . . . . .	_____		_____

**Cost of Goods Sold**

	2021		2021
Inventory at beginning of year . . . . .	_____	Materials & supplies . . . . .	_____
Purchases . . . . .	_____	Other costs . . . . .	_____
Cost of personal use items . . . . .	_____	Inventory at end of year . . . . .	_____
Cost of labor . . . . .	_____	<input type="checkbox"/> There was a change in inventory method.	

**Schedule E - Income or Loss from Rental Real Estate & Royalties**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**General Property Information**

Property description \_\_\_\_\_  
 Address, city, state, ZIP \_\_\_\_\_

**Select the property type**

- |  |   |                                    |                                      |
|--|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Single family residence | <input type="checkbox"/> Vacation / short-term rental | <input type="checkbox"/> Land      | <input type="checkbox"/> Self-rental |
| <input type="checkbox"/> Multi-family residence  | <input type="checkbox"/> Commercial                   | <input type="checkbox"/> Royalties | <input type="checkbox"/> Other _____ |

Number of days property was rented \_\_\_\_\_ Number of days property was used for personal use \_\_\_\_\_  
 If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> This property was placed in service during 2021.      | <input type="checkbox"/> Yes <input type="checkbox"/> No | Payments of \$600 or more were paid to an individual who is not your employee for services provided for this rental. |
| <input type="checkbox"/> This property is your main home or second home.       | <input type="checkbox"/> Yes <input type="checkbox"/> No | You filed Forms 1099 for the individuals   |
| <input type="checkbox"/> This property was disposed of during 2021.            |  |  |
| <input type="checkbox"/> This property was owned as a qualified joint venture. |  |  |

**Income**

	2021		2021
Rent income . . . . .	_____	Royalties from oil, gas, mineral, copyright or patent . . . . .	_____

**Expenses**

	Rental unit expenses	Rental <u>and</u> homeowner expenses	
Advertising . . . . .	_____	_____	If this Schedule E is for a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.
Auto & travel . . . . .	_____	_____	
Cleaning & maintenance . . . . .	_____	_____	
Commissions . . . . .	_____	_____	
Insurance . . . . .	_____	_____	
Legal & professional fees . . . . .	_____	_____	
Management fees . . . . .	_____	_____	
Mortgage interest . . . . .	_____	_____	
Other interest . . . . .	_____	_____	
Repairs . . . . .	_____	_____	
Supplies . . . . .	_____	_____	
Taxes . . . . .	_____	_____	
Utilities . . . . .	_____	_____	
Depletion . . . . .	_____	_____	
Other expenses	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	



**Schedule F - Profit or Loss from Farming**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**General Information**

TS \_\_\_\_\_ Principal product \_\_\_\_\_ Employer ID number \_\_\_\_\_

Accounting method:  Cash  Accrual  Other: \_\_\_\_\_

This farm was disposed of during 2021.

Yes No

Payments of \$600 or more were paid to an individual who is not your employee for services provided for this farm.

If "Yes," you filed Forms 1099 for the individuals.

You received a Paycheck Protection Program (PPP) loan for this business.

If "Yes", was any portion of the loan forgiven?

**Income**

	2021	2021	
Sale of livestock / other items . . . . .	_____	Custom hire income . . . . .	_____
Cost of items bought for resale . . . . .	_____	Beginning inventory for accrual . . . . .	_____
Sale of products you raised . . . . .	_____	Ending inventory for accrual . . . . .	_____
Total cooperative distributions (Provide 1099-PATR) . . . . .	_____	<input type="checkbox"/> You used unit-livestock-price or farm-price inventory method.	
Total agricultural payments . . . . .	_____	Other income . . . . .	_____
Commodity Credit Corporation (CCC) loans:			
CCC loans reported . . . . .	_____		_____
CCC loans forfeited . . . . .	_____		_____
Crop insurance proceeds:			
Amount received in 2021 . . . . .	_____		_____
<input type="checkbox"/> You elect to defer to 2022			
Amount deferred from 2020 . . . . .	_____		_____

**Expenses**

	2021	2021	
Car & truck expenses . . . . .	_____	Rent - other (land, animals, etc.) . . . . .	_____
Chemicals . . . . .	_____	Repairs & maintenance . . . . .	_____
Conservation expenses . . . . .	_____	Seeds & plants purchased . . . . .	_____
Custom hire (machine work) . . . . .	_____	Storage & warehousing . . . . .	_____
Employee benefit programs . . . . .	_____	Supplies purchased . . . . .	_____
Feed purchased . . . . .	_____	Taxes . . . . .	_____
Fertilizers & lime . . . . .	_____	Utilities . . . . .	_____
Freight & trucking . . . . .	_____	Veterinary, breeding, & medicine . . . . .	_____
Gasoline, fuel, & oil . . . . .	_____	Family health coverage payments for taxpayer, spouse or dependents . . . . .	_____
Insurance (other than health) . . . . .	_____	Other expenses . . . . .	_____
Interest - mortgage (paid to banks, etc.) . . . . .	_____		_____
Interest - other . . . . .	_____		_____
Non-W-2 labor hired . . . . .	_____		_____
W-2 wages paid . . . . .	_____		_____
Pension & profit-sharing plans . . . . .	_____		_____
Rent - vehicles, machinery, & equipment . . . . .	_____		_____

Form 4835 - Farm Rental Income and Expenses

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

General Information

Description \_\_\_\_\_ Employer ID Number \_\_\_\_\_

This farm was disposed of during 2021

Income

	2021	2021
Income from production of livestock, grains, & other crops . . . . .	_____	Crop insurance proceeds:
Total cooperative distributions . . . . .	_____	Amount received in 2021 . . . . .
Total agricultural payments . . . . .	_____	<input type="checkbox"/> You elect to defer to 2022
Commodity Credit Corporation (CCC) loans:		Amount deferred from 2020 . . . . .
CCC loans reported . . . . .	_____	Other income . . . . .
CCC loans forfeited . . . . .	_____	_____

Expenses

	2021	2021
Car & truck expenses . . . . .	_____	Seeds & plants purchased . . . . .
Chemicals . . . . .	_____	Storage & warehousing . . . . .
Conservation expenses . . . . .	_____	Supplies purchased . . . . .
Custom hire (machine work) . . . . .	_____	Taxes . . . . .
Employee benefit programs . . . . .	_____	Utilities . . . . .
Feed purchased . . . . .	_____	Veterinary, breeding, & medicine . . . . .
Fertilizers & lime . . . . .	_____	Other expenses
Freight & trucking . . . . .	_____	_____
Gasoline, fuel, & oil . . . . .	_____	_____
Insurance (other than health) . . . . .	_____	_____
Interest - mortgage (paid to banks, etc.)	_____	_____
Interest - other . . . . .	_____	_____
Labor hired (less jobs credit) . . . . .	_____	_____
Pension & profit-sharing plans . . . . .	_____	_____
Rent - vehicles, machinery & equip . . . . .	_____	_____
Rent - other (land, animals, etc.) . . . . .	_____	_____
Repairs & maintenance . . . . .	_____	_____