GENERAL PURPOSE TAX DEDUCTION CHECKLIST, ONLY FOR CLIENTS NOT USING ANOTHER TYPE OF CHECKLIST

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2020 TAX YEAR

PRINT FORM

TAXPAYER(s) NAME(S)

STREET ADDRESS OR PO BOX

BEST CONTACT PHONE

CITY, STATE AND ZIP CODE

BEST CONTACT EMAIL

Memberships (California only)

Union Dues **per year**	
Other Associations	
TOTAL DUES & MEMBERSHIP	$ 0

Public Safety Retirees dental or health insurance premiums paid **directly** from retirement allowance

Total amount paid in 2020

Charitable Contributions of Money

*By law, you must have either a cancelled check, a credit card receipt or a letter from the charity showing the date of each donation and the amount in order to deduct money**-purely cash donations for which no receipt is issued cannot be deducted***

TOTAL MONEY CONTRIBUTIONS

Charitable Contribution of Property

*Contributions under $250 require a receipt from the charity or records containing the date and type of the donation. For donations of a fair market value over $250 you must have a receipt. All donations should be photographed and a list of donated items must be retained with the source of the valuation of the property- DO NOT JUST "GUESS" A VALUE – if your value is not supported it **will not** be allowed by the IRS*

Charity	*Fair Market Value*
TOTAL NON-MONEY CHARITABLE CONTRIBUTIONS	$ 0

Job Related Education[1] (CA ONLY)

Tuition paid minus reimbursement	
School Books & Supplies	

Describe course of study – read footnote below

[1] Job related education means the instruction maintains or improves required skills of your present job, **and** does not qualify you for an entry level license or certificate. The FTB has been very strict in this area recently. For example, the FTB will disallow a law enforcement management degree if you cannot show you were in some kind of leadership capacity while attending school.

DEPENDENT INFORMATION

NEW DEPENDENTS ONLY

***New** dependent(s) this year?* *Yes* ☐ *No* ☐

#1 SSN

NAME

DOB

RELATIONSHIP

----Select one-----

#2 SSN

NAME

DOB

RELATIONSHIP

----Select one-----

NAMES OF PERSONS WHO ARE NO LONGER DEPENDENTS IN 2020:

Child Care Information
(PLEASE USE PAGE #7 IF MORE SPACE IS NEEDED)

NO CHILD CARE EXPENSE ☐

Do you participate in Dependent Care Benefits (pre-tax through payroll)?
Yes ☐ *No* ☐

Provider # 1 Name

If provider # 1 is new*:*

TAX ID

Address

City *Zip*

Telephone

Amount paid to provider #1

Amount paid per child to provider #1

Name	*Amount*

Provider #2 Name

If provider # 2 is new*:*

Tax ID

Address

City *Zip*

Telephone

Amount paid to provider #2

Amount paid per child to provider #2

Name	*Amount*

FOREIGN BANK ACCOUNTS

Name of country or countries where foreign account are held:

Check here if you have no foreign bank accounts ☐

Did the average total balance of all foreign bank accounts exceed $10,000 in 2020?
YES ☐ *NO* ☐

IF YOUR BANK ACCOUNT FOR DIRECT DEPOSIT OF ANY REFUND HAS CHANGED SINCE LAST YEAR – CHECK HERE ☐

Total Medical Expenses Paid
(***only*** *amounts exceeding 10% of adjusted gross income are deductible*-7.5% for California-* ***do not include pre-tax insurance premiums deducted from wages****)*

Total Property Taxes Paid (do not include rentals)

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Deductible DMV Fees
(Only the Vehicle License Fee is deductible)

Total Student Loan Interest Paid

Alimony paid $_______

____
Date of Alimony Order

Mortgage Interest Paid on your 1st and 2nd residences- may be houses/timeshares/ Boats with cabins/ RVs (do not include rentals)

Lender	*Amount*
TOTAL MORTGAGE INTEREST ON 1st & 2nd HOMES	$ 0

Did you have a discharge of debt through bankruptcy in 2020?

YES ☐ *NO* ☐

IRA CONTRIBUTIONS

TAXPAYER	SPOUSE
TRADITIONAL ☐	TRADITIONAL ☐
ROTH ☐	ROTH ☐

NEW CLIENTS ONLY

Last years tax preparation costs

☐

State tax refunds from prior years received in 2020

☐

State tax paid for prior years in 2020

☐

Tuition Paid Out of Pocket for College Level Non-Job Related Education

Note: children must be dependents to be eligible for the credit. Note: be sure to include the amount actually paid during the year and not the amount billed. WE MUST HAVE A COPY OF FORM 1098-T The school must be eligible for federal financial aid programs - many trade schools do not qualify. If you did not receive a Form 1098-T in the mail then the student probably has to download a copy.

Name	*Amount/Code*	Student Status - Box 8? Indicate if these boxes are checked on each Form 1098-T	Box 9?
		☐	☐
		☐	☐
		☐	☐

THE IRS REQUIRES WE HAVE A COPY OF FORM 1098-T

ADDITIONAL TAX DEDUCTIONS NOT LISTED ELSEWHERE ON THE CHECKLIST

Before completing this section please see below for items which are not deductible

ITEM	DATE PURCHASED	COST	PERCENTAGE OF BUSINESS USE[2]
			0%
			0%
			0%
			0%
			0%
			0%
TOTAL ADDITIONAL EXPENSES		$ 0	

FIRST STIMULUS PAYMENT RECIEVED IN 2020

SECOND STIMULUS PAYMENT RECEIVED FOR 2021

IMPORTANT: IT IS CRITICAL YOU ENTER AN ACCURATE AMOUNT OF THE STIMULUS (EIP) YOU RECEIVED FOR BOTH 2020 AND 2021. THE IRS SENT LETTERS 1444 (2020) AND 1444-B (2021) SHOWING THE AMOUNTS YOU WERE PAID.

IF THESE AMOUNTS ARE NOT REPORTED ACCURATELY THE IRS WILL MAKE ADJUSTMENTS TO ANY REFUND/BALANCE DUE FOR YOUR 2020 RETURN. WE WANT TO WARN YOU NOW OF THIS POSSIBILITY.

NOTES AND COMMENTS

