BRENT FINANCIAL GROUP, LLC
70 EAST MAIN ST / WAPPINGERS FALLS NY 12590
845-297-1040 / BRENTFINANCIAL.COM

DECEMBER 2020

Dear Clients:

WOW!!!!! 2020 has, indeed, been a DOOZY, and most of us will be pleased to have it in our rearview mirror.

But, first we all must file our 2020 income tax returns, and because of the pandemic, Brent Financial Group, LLC, will NOT be doing any in-person appointments, or allowing clients in the building for drop off or pick up of papers.

ALL OF YOUR FORMS, PAPERWORK, WORKSHEETS, ETC., MUST BE:

1. **Dropped into the outside mail slot on the front door or the side door, OR…**
2. **Mailed to our office, OR…**
3. **Submitted to us via our secure client portal, ShareFile. To access this, go to our website and click on the Tax Client Portal and follow the instructions.**

Please note that in order to prepare your taxes, in addition to your tax documents and worksheets, we MUST RECEIVE the SIGNED Tax Organizer, a copy of your driver's license (front and back), and a voided check.

You do NOT have to call the office to let us know you have dropped off or mailed papers. As soon as we receive them, we will let you know we are in receipt of your information, and your preparer will be in touch with you.

Also, <u>it is even more important that you get your paperwork to us sooner, rather than later. We may have to put you on extension if all of your information is not in our hands by MARCH 26, 2021</u>. Please do not wait to submit your paperwork.

We also want to alert each of you that for 2020, you may deduct up to $300 of MONETARY charitable contributions, even if you do not itemize. Make certain to let us know what dollar amount you have contributed and have proof for.

As we said in the beginning…it has been some year. We have made these decisions because of our absolute concern for the health and safety of each one of you and for our staff that will be working in this very difficult environment.

We thank you for your trust in Brent Financial Group, LLC. We always strive to do our best and to exceed your expectations of us. Blessings to all, and may 2021 be all that we hope for.

Sincerely,

Peter J Brent & Laurie Brent Schiavone

Brent Financial Group, LLC   INDIVIDUAL INCOME TAX ORGANIZER 2020

Our accurate preparation of your return depends on having **complete information** in a wide range of areas. This organizer helps us cover everything. **Please answer to the best of your ability**, mark anything that you wish to discuss with your preparer and **sign the bottom of the last page. Please also provide all tax documents you receive.** All additional worksheets mentioned in these questions are available on our website or by calling our office.

Required for All Clients *(if married, all questions apply to both of you)*

PERSONAL INFORMATION

List EVERYONE who lived under the same roof as you, even if not related and even if you are not claiming.

Your Full Legal Name(s):

Name of Household Member (Children and others)	Relationship	Months lived in home in 2020		Required only if claiming: SSN	Birth Date

[1] EMPLOYMENT INCOME (PROVIDE ANY APPLICABLE TAX FORMS)

Were you employed in 2020? Is so**, all W-2 forms** are needed for tax preparation.	☐Yes ☐No
Did you collect **unemployment benefits** in 2020? The form 1099G must be downloaded from the Department of Labor website.	☐Yes ☐No
Did you collect any **paid family leave benefits** last year?	☐Yes ☐No
Do you pay **union dues** or have **job-related expenses** that are not reimbursed by an employer? • ***If yes:*** *Complete* ***Worksheet found on website.*** Dues: $ Dues: $	☐Yes ☐No
Do you own any **employee stock** or **stock options**?	☐Yes ☐No

[2] OTHER INCOME (PROVIDE ANY APPLICABLE TAX FORMS)

Did you receive a **Stimulus Check** (Economic Impact Payment)? How much did you receive?	$
Did you receive any **Social Security benefits** last year? Form 1099SSA is needed for your return.	☐Yes ☐No
Did you buy, sell or own any type of **virtual currency** (Bitcoin, etc.)	☐Yes ☐No
Did you cash in any **US Savings Bonds**?	☐Yes ☐No

Did you receive any money from an **IRA, 401k/403b, pension, or annuity**? Form1099R is needed for your tax preparation.	☐Yes ☐No
Did you move money (**roll over**) from one retirement account to another?	☐Yes ☐No
Did you receive any **bank interest** or investment dividends? *If any paid less than $10, list below*	☐Yes ☐No
Payer: $	Payer: $
Did you **sell any stock, mutual funds**, property, collectables, bullion, or other assets?	☐Yes ☐No
Did you receive income from **renting** any real estate or items to others? **Worksheet on website**	☐Yes ☐No
Did you receive any divorce-related income or property (**alimony**, child support)?	☐Yes ☐No
Do you **own all or part of a business**, partnership, corporation, LLC, or other venture?	☐Yes ☐No
Do you have a **hobby** that generates income?	☐Yes ☐No
Did you win any money or prizes from **gambling, raffles, game shows,** etc. (*even if you had losses*)?	☐Yes ☐No
• **If yes**, did you have gambling losses for which you have a log or record?	☐Yes ☐No
Did you receive any type of **legal settlement**?	☐Yes ☐No
Did you receive an **inheritance** in the past year?	☐Yes ☐No
Did you receive any income from a mortgage that you held or any similar installment loan?	☐Yes ☐No

(3) GENERAL QUESTIONS

Did you **give anyone cash or property** totaling more than $15,000?	☐Yes ☐No
Do you own a **bank account in another country**, or signature authority on anyone else's?	☐Yes ☐No
Did you create any type of **trust** last year? ***If yes:*** *provide copy of trust document*	☐Yes ☐No
Did you pay any **household employees** *(e.g., housekeepers, nannies, domestic workers, etc.)*?	☐Yes ☐No
Did you **lend anyone money** (even informally) or are you receiving payments on a prior loan?	☐Yes ☐No
Did any investment you own become **worthless** last year?	☐Yes ☐No
Have you been a victim of **identity theft**?	☐Yes ☐No
Have you been victim of **investment fraud**?	☐Yes ☐No
Did you declare **bankruptcy** last year, or have any property foreclosed or repossessed?	☐Yes ☐No
Did you have any bank debt or credit card balance **written off, cancelled or forgiven**?	☐Yes ☐No
NY Residents Only: Are you an active Volunteer Firefighter or Ambulance worker?	☐Yes ☐No
Do you own an **ABLE account** for any family member?	☐Yes ☐No

(4) COLLEGE EXPENSES (ALSO WORKSHEET ON WEBSITE)

Did you or your children attend **college classes** for any part of last year? ***If yes: Bursar bill needed***	☐Yes ☐No
Are you or your children the owner or beneficiary of a **College Savings Plan** (**529** account) or **Coverdale** Education Savings Account (ESA)? ***If yes:*** *provide your year-end statements for all*	☐Yes ☐No
Has a grandparent or anyone else set up a 529 or ESA for anyone in your household?	☐Yes ☐No

(5) MEDICAL EXPENSES (ALSO WORKSHEET ON WEBSITE)

For any period did you have **medical insurance** through your **employer** or **former employer**?	☐Yes ☐No
Did any household member have **medical insurance** through the **Exchange**? ***If yes: 1099 A needed***	☐Yes ☐No
Did you have **medical expenses** that were not reimbursed by insurance? ***Worksheet on website***	☐Yes ☐No
Do you have Long Term Care (LTC) insurance? ***Complete worksheet on website for medical exp***	☐Yes ☐No

(6) CHARITABLE CONTRIBUTIONS (ALSO WORKSHEET ON WEBSITE)

Did you make any charitable contributions of cash or property?	☐Yes ☐No
total contributions made	***$***

Did you make any charitable contributions via payroll deduction? ***If yes:*** *provide year-end pay stub*	☐Yes ☐No

(7) RETIREMENT SAVINGS

	Taxpayer	Spouse
Does any current employer offer any type of **retirement plan** *(e.g., 401(k), 403(b), pension, profit-sharing, etc.)* regardless of whether you participate?	☐Yes ☐No	☐Yes ☐No
Do you own an IRA **not** through an employer (*e.g., Traditional, Roth, SEP, SIMPLE*)?	☐Yes ☐No	☐Yes ☐No

(8) TAXES PAID

Did you **purchase or lease a car**, truck, plane, boat, or mobile home? ***If yes:*** *provide bill of sale*	☐Yes ☐No
• **If yes:** Was it a plug-in electric vehicle?	☐Yes ☐No
Did you make any **estimated tax payments** to the IRS or to any state? ***If yes list dates and amounts***	☐Yes ☐No

ESTIMATED PAYMENTS	DATE PAID	IRS	NY	OTHER STATE
QUARTER 1 (7/15)				
QUARTER 2 (7/15)				
QUARTER 3 (9/15)				
QUARTER 4 (01/15)				
PAID WITH EXTENSION				

(9) Home & Property Owner Expenses

Taxes Paid In 2020 for …	Primary Residence	Second Home ❖	Land/Other Home
Property tax (town/city)	$	$	S
Property tax (village/other)	$	$	$
School tax (if separate)	$	$	$
Mortgage Int (Provide 1098)	$	$	$
Mortgage int (provide 1098)	$	$	$

❖ If you own more than one home, please provide the approximate dates each was used.

(10) BANK INFORMATION

Refunds: Choosing to have your refund deposited directly is generally 1 to 3 weeks faster than receiving a paper check. It is also more secure, less likely to get lost, and more convenient. **Balance Due:** Paying by electronic funds transfer from your bank account is convenient and can be scheduled any time up to April 15, regardless of when you file.

If you are receiving a federal or state refund, do you want to use direct deposit?	☐Yes ☐No
If you owe the IRS or any state, do you want to pay by electronic funds withdrawal?	☐Yes ☐No

If yes to either, please provide a voided check. Note that some banks require that joint refunds go into joint accounts.

(11) ACKNOWLEDGEMENT FOR ORGANIZER AND ENGAGEMENT LETTER (MUST BE SIGNED)

I (We) believe that the information disclosed in this organizer to be complete and correct. I (We) understand that information in this organizer will be used in the preparation of our personal income tax return, and that incorrect or incomplete information may result in an erroneous return. I(We) have read and agree to the terms of the Engagement Letter on the Brent Financial website.

Signature/Date

Signature/Date

Prior Client Update

Did you move or did you change your **mailing address** last year?	☐Yes ☐No
Did you change your name with the Social Security Administration in the past year?	☐Yes ☐No
Did you change any **email address** or **phone number** (cell, home, work) in the past year?	☐Yes ☐No

New Client Information

Are you a US citizen?	☐Yes ☐No
Are you or your spouse permanently disabled? ***If yes:*** *for how many months in 2020?*	☐Yes ☐No
Do any children in your home have a disability?	☐Yes ☐No
Are either you or your spouse legally blind? (You cannot see better than 20/200 in your better eye with glasses or contact lenses, **OR** your field of vision is 20 degrees or less; condition not likely to improve. Signed doctor's statement is required.)	☐Yes ☐No ☐Yes ☐No
Are you currently married (whether or not you live with or are filing with your spouse)?	☐Yes ☐No
Did you get divorced or separated in the past year?	☐Yes ☐No
Have you ever been married previously? **If yes:** ☐ divorced ☐ legally separated ☐ widowed *Date of occurrence:* / /	☐Yes ☐No
If divorced: Do you pay alimony? **If yes:** provide recipient's name, SSN, & amount paid	☐Yes ☐No
Do you or your children own US Savings Bonds?	☐Yes ☐No
Did you purchase a home in 2008, 2009 or 2010 where you received a homebuyer credit?	☐Yes ☐No
Have you ever claimed a home office deduction related to any home you currently own?	☐Yes ☐No
Have you ever rented out all or part of any home you currently own?	☐Yes ☐No
Are you a member of the military, reserve, or National Guard?	☐Yes ☐No
How much did you pay to have your taxes prepared last year?	$

Planning

Do you owe the IRS or any state any income taxes from a prior year?	☐Yes ☐No
Do you anticipate any major change in your income or deductions for the current year? *For example: retirement, job change, medical expenses, college expenses, new home.*	☐Yes ☐No
Are you considering establishing any type of trust?	☐Yes ☐No
Do you expect to receive an inheritance in the near future?	☐Yes ☐No
When was the last time you reviewed your will? ☐ Past 3 years ☐ More than 3 years ☐ Do not have a will	