BRENT FINANCIAL GROUP, LLC

70 East Main St / Wappingers Falls NY 12590
845-297-1040 / BrentFinancial.com

December 2021

Dear Clients:

Brent Financial Group, LLC, will once again NOT be doing any in-person appointments, or allowing clients in the building for drop off or pick up of papers. We have made these decisions because of our absolute concern for the health and safety of each one of you and for our staff.

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 only if renewed since last year), and a voided check.

You do <u>NOT</u> have to call the office to let us know you have dropped off or mailed papers. When they are received, you will be sent a confirmation email within 24 hours, and your preparer will be in touch with you as soon as possible.

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 received by MARCH 25, 2022</u>. Please do not wait to submit your paperwork.

We also want to alert each of you that for 2021, you may deduct up to $300 for individual and $600 for married filing jointly 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.

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 2022 be all that we hope for.

Sincerely,

Peter J Brent & Laurie Brent Schiavone

Brent Financial Group, LLC   INDIVIDUAL INCOME TAX ORGANIZER 2021

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 at 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)*

New clients: Please provide a copy of Last Year's Tax Return

PERSONAL INFORMATION

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

TAXPAYER FULL LEGAL NAME: __________________________ **SPOUSE NAME**: _____________________________

Occupation: ________________________________ **Occupation:** _________________________________

Primary Tel # _________________________________ **Secondary Tel #:** ________________________________

Primary Email Address: ___________________________ **Secondary Email address:** _________________________

Current Mailing Address: ____

____

Dependent Information:

Name of Household Members (Children and others)	Relationship	Months lived in home in 2021	Required only if claiming dependent: SSN	Birth Date	Is dependent disabled?
					☐Yes ☐No
					☐Yes ☐No
					☐Yes ☐No
					☐Yes ☐No

PRIOR CLIENT UPDATE

Is there any other change since last year? Birth of a child, death, marriage, divorce, retirement different bank account, sale of a home, name change with Social Security Administration, etc.? Please provide updated information:____	☐Yes ☐No

CLIENT INFORMATION

Are you or your spouse a US citizen? If no, enter name:	☐Yes ☐No
Are you or your spouse permanently disabled? ***If yes:*** *for how many months in 2021?*	☐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 or 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? (New Clients Only)	$

INCOME (PROVIDE ANY APPLICABLE TAX FORMS)

Were you employed in 2021? If so**, all W-2 forms** are needed for tax preparation. ***# of W2*** ________________	☐Yes ☐No
Did you collect **unemployment benefits** in 2021? This form **1099G** must be downloaded from the Department of Labor website. *# of 1099G:* ____________________	☐Yes ☐No
Did you collect any **paid family leave benefits** last year?	☐Yes ☐No
Did you receive any **Social Security benefits** last year? (**Form 1099-SSA**) # of 1099-SSA ______	☐Yes ☐No
Did you receive any money from an **IRA, 401k/403b, pension, or annuity**? **Form 1099R** is needed for your tax preparation. # of 1099R: ________________	☐Yes ☐No
Did you move money (**roll over**) from one retirement account to another? *Provide supporting Document(s*)	☐Yes ☐No
Did you take Retirement Distribution in 2020 due to Covid? Did you repay any amount: _________________________	☐Yes ☐No
Did you receive the 3rd Stimulus Payment for 2021? Amount: ___________________(***Letter 1444-C***)	☐Yes ☐No
Did you buy, sell or do you own any type of **virtual currency** (Bitcoin, etc.)	☐Yes ☐No
Did you cash in any **US Savings Bonds?**	☐Yes ☐No
Did you receive any **bank interest** or investment dividends? **Form 1099INT/DIV** - *If any paid less than $10, list below* Payer: $______ Payer: $______	☐Yes ☐No
Did you **sell any stock, mutual funds, property**, collectables, bullion, or other assets? (need brokerage statement)	☐Yes ☐No
Did you receive income from **renting** any real estate or items to others? ***Worksheet on our website***	☐Yes ☐No
Did you receive any divorce-related income or property (**alimony**, child support*)? Please provide the amount and spouse name and SS#. (Note: Can't deduct for divorces finalized after 12/31/18).* **Name:** ____________________________**SS#** ______________________ **Amount:** ____________	☐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.**)? (Form W2G** needed)	☐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

ADVANCED CHILD TAX CREDIT/ DAYCARE/ COLLEGE EXPENSES

(Provide all necessary proof of payments)

Did you receive Advanced Child Tax Credit in 2021? (Letter 6419 from the IRS must be provided**)** Total Amount received? ________________________	☐Yes ☐No
Did you participate in a Daycare Flex Spending Account with your employer?	☐Yes ☐No
Do you have children in daycare, after school or summer camp so that you and your spouse can work? (Please provide receipt from daycare provider listing the amount paid for each child)	☐Yes ☐No
Did you or your children attend college classes for any part of last year? (Bursar bill/1099T needed) – *See Website for College & Education Worksheet*	☐Yes ☐No
Are you or your children the owner or beneficiary of a College Savings Plan (529 account) or Coverdale Education Savings Account (ESA)? (provide your year-end statements/(1099Q for all)	☐Yes ☐No
Did you pay Student Loan Interest in 2021? Provide Form 1098E	☐Yes ☐No

MEDICAL EXPENSES/CHARITABLE CONTRIBUTION

(ALSO COMPLETE WORKSHEET ON WEBSITE)

Did any household member have **medical insurance** through the **Exchange**? ***If yes: 1099A needed***	☐Yes ☐No
Did you have **medical expenses** that were not reimbursed by insurance? ***Worksheet on our website***	☐Yes ☐No
Do you have **Long Term Care (LTC) insurance**? Premium Paid (T) ____________ (S) ___________	☐Yes ☐No
Did you make any charitable contributions of cash or property? (Worksheet on Website) Cash Amount: ________________________ Goodwill Amount: _______________________	☐Yes ☐No
Did you donate a motor vehicle, boat, artwork etc in 2021? (Form 1098C needed)	☐Yes ☐No
Did you contribute to a Health Savings Account (HSA)? **Form 5498-SA**	☐Yes ☐No
Did you take a distribution from your Health Saving Account? **Form 1099 SSA**	☐Yes ☐No

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
Did you make an IRA contribution in 2021 or will you make any contribution before April 15th? Taxpayer: $______________ Spouse: $______________	☐Yes ☐No	☐Yes ☐No

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 install an Electric Vehicle Charger? Please provide invoice	☐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 (4/15)				
QUARTER 2 (6/15)				
QUARTER 3 (9/15)				
QUARTER 4 (01/15)				
PAID WITH EXTENSION				

HOME & PROPERTY OWNER EXPENSES

Taxes Paid In 2021 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)	$	$	$

GENERAL QUESTIONS

Did you **give anyone cash or property** totaling more than **$15,000** per individual?	☐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?	☐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**? *(Provide current pin # or IRS letter*)	☐Yes ☐No
Did you declare **bankruptcy** last year, or have any property foreclosed or repossessed*? Form 1099A or 1099C*	☐Yes ☐No
Did you have any bank debt or credit card balance **written off, cancelled or forgiven***? Form 1099C*	☐Yes ☐No
NY Residents Only: Are you a full- year active Volunteer Firefighter or Ambulance worker? (*Please provide name & address*.)	☐Yes ☐No
Do you own an **ABLE account** for any family member?	☐Yes ☐No
Did you install any solar energy system?	☐Yes ☐No
Did you make any energy efficient improvement to your home?	☐Yes ☐No

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: Some banks require that joint refunds go into joint accounts.

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

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 Tax Engagement Letter on the Brent Financial website.

Signature/Date

Signature/Date