

# IMPORTANT

## 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.

### (1) 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 <https://BenFranklinTax.com>
2. Click on the menu "IRS"
3. Select "Account Lookup" and then "View Your IRS Account"
4. Select "Log in to your Online Account" and follow the prompts provided
5. Go to **Tax Records** and download "**2021 Account Transcript**"

### (2) 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.

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3. Select "Account Lookup" and then "View Your IRS Account"
4. Select "Log in to your Online Account" and follow the prompts provided
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## Checklist

Name:

SSN:

### Checklist

This check list is provided to help you gather necessary information for us to prepare your 2021 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2020 tax year.

#### Stimulus payment (Economic Impact Payment - IRS Notice 1444-C or Letter 6475)

Amount of stimulus payment \_\_\_\_\_

#### Advanced payment of Child Tax Credit (IRS Letter 6419)

Taxpayer \_\_\_\_\_

Spouse \_\_\_\_\_

#### State and city refunds and other government payments (Form 1099-G)

Unemployment compensation

#### Other Income (provide supporting documentation for income received for the following items)

Sale of assets or property

Cancellation of debt

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

#### Payments (provide supporting documentation for payments made for the following items)

Educator classroom expenses

Employee business expenses

Contributions to a Health Savings Account

Expenses related to work relocation

Alimony

Student loan interest

Tuition and fees for higher education

Expenses related to child or dependent care

Contributions to a Retirement Savings Account

Medical and dental expenses

Real estate taxes

Other state and local taxes

Mortgage interest

Investment interest

Cash contributions

Noncash contributions

Unreimbursed employee expenses

Investment expenses

Gambling losses

Other payments \_\_\_\_\_

### Questionnaire

Name:

SSN:

#### Questionnaire

#### Personal Information

Yes No

- Did your marital status change during the year?  
If "Yes," explain \_\_\_\_\_
- If your filing status is married, but you are filing separately from your spouse, did you and your spouse live apart for the last six months of 2021?
- Can you or your spouse be claimed as a dependent by someone else?
- 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?
- Did your address change during the year?
- Were you, your spouse, or any dependents a victim of identity theft?  
If "Yes," explain \_\_\_\_\_
- Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)?  
If "Yes," provide Notice CP01A from the IRS.

**Provide proof of identity to be eligible to e-file your tax return (driver's license or state-issued photo ID)**

#### Dependent Information

Yes No

- Did you have any changes in dependents during the year?  
If "Yes," explain \_\_\_\_\_
- Can another person qualify to claim any of your dependents?
- Did you receive advance payments of the Child Tax Credit from the IRS at any time from July through December 2021?  
If "Yes," provide Letter 6419 from the IRS. Or, 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. If you were married last year and filed a joint tax return with your spouse, are you filing a joint return with the same spouse this year?  
Taxpayer \_\_\_\_\_  
Spouse \_\_\_\_\_

- Did you have any childcare expenses during the year?
- Did you have any adoption expenses during the year?
- Did you have any children under age 19 or a full-time student under age 24 with more than \$2,200 of unearned income?

**Provide documentation for proof of dependent credits (school records, medical records, daycare records, etc.)**

#### Health Care Information

Yes No

- Did any member of your household have healthcare coverage through the Marketplace (Obama Care)?  
If "Yes," provide copies of Form 1095-A.
- Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

#### Income, Purchases, Sales, and Debt Information

Yes No

- Did you receive any tips not reported to your employer?
- Did you receive any disability income during the year?
- Did you cash in any U.S. savings bonds during the year?
- Did you start a new business or purchase any rental property during the year?
- Did you sell an existing business, rental property, or other property during the year?
- Did you purchase any business assets or convert any assets to business use?

### Questionnaire

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**Questionnaire**

- If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.

Did you purchase any gasoline, diesel, or special fuels for off-road business use?

Did you buy or sell any stocks, bonds, or other investments during the year?

Did you sell a principal residence during the year?

If "Yes," provide closing documentation for the purchase and sale of the home.

Did you have a principal residence or a piece of real property foreclosed on during the year?

Did you abandon a principal residence or a piece of real property during the year?

Did you refinance your principal home or second home or take out a home equity loan during the year?

If "Yes," provide all escrow, closing, and other pertinent documentation and information.

Did you receive any principal or interest during this year from property sold in prior years?

Did you rent out your home or use it for business?

Did you sell, exchange, or purchase any real estate during the year?

Did you acquire a new or additional interest in a partnership or S corporation?

Did you have any debts canceled or forgiven this year?

Does anyone owe you money that has become uncollectible?

Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?

If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.

Did you receive income or incur expenses associated with a fantasy sport league?

If "Yes," provide documentation.

Did you receive income or incur expenses associated with car sharing (e.g., Lyft or Uber)?

If "Yes," attach Form 1099-MISC, Form 1099-NEC, and Form 1099-K.

Did you receive income or incur expenses associated with freelancing (e.g., Upwork or TaskRabbit)?

If "Yes," attach Form 1099-K or Form W-2.

Did you receive income or incur expenses associated with fashion sharing (e.g., Poshmark or thredUP)?

If "Yes," provide documentation.

Did you receive income or incur expenses associated with crowdfunding (e.g., Kickstarter or Indiegogo)?

If "Yes," attach Form 1099-K.

Did you receive income or incur expenses associated with a short-term rental (e.g., Airbnb or HomeAway)?

If "Yes," provide documentation.

Did you receive any other income you have not provided information for with this organizer?

If "Yes," explain \_\_\_\_\_

**Itemized Deduction Information**

**Yes No**

- Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?

Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?

Did you receive any state or local income tax refunds from prior years?

Did you make any major purchases (vehicle, boat, etc.) during the year?

Did you pay any real estate property taxes or personal taxes during the year?

Did you pay mortgage interest during the year?

Did you make cash donations to charity during the year?

Did you make noncash donations to charity (clothes, furniture, etc.) during the year?

Did you donate a boat or vehicle during the year?

If "Yes," attach Form 1098-C.

Did you have gambling winnings or losses during the year?

Did you have any job-related expenses that were not reimbursed by your employer (uniforms, safety equipment, etc.)?

Did you use your vehicle on the job other than for commuting to work?

Did you work out of town at any time during the year?

### Questionnaire

Name:

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#### Retirement Information

**Yes No**

- Did you receive any payments from a pension, profit sharing, or 401(k) plan during the year?
- Did you make any contributions to, withdrawals from, or execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- Did you receive any Social Security benefits during the year?

#### Education Information

**Yes No**

- Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
- Did anyone in your household attend a post-secondary school during the year?
- Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
- Did you pay student loan interest for yourself, your spouse, or your dependents during the year?

#### Miscellaneous Information

**Yes No**

- 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 \_\_\_\_\_
- 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, sell, exchange, or otherwise dispose of any financial interest in any virtual currencies?
- Did you incur a gain or loss due to damaged or stolen property?  
If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
- Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
- Did you make gifts to any one person in excess of \$15,000 during the year?  
**Yes No**  
  If "Yes," are you splitting the gift with your spouse?
- Did you incur moving expenses during the year?
- Did you make any energy-efficient improvements to your main home during the year?
- Are you a business owner who paid health insurance premiums for your employees during the year?
- Did you own interest or shares in a Qualified Opportunity Fund?
- Did you apply an overpayment of your 2020 taxes to your 2021 estimated taxes?
- If you have an overpayment of 2021 taxes, do you want the refund applied to your 2022 estimated taxes?
- Did you make any estimated payments toward your 2021 taxes?
- Do you want to have any refund or balance due directly deposited or withdrawn?  
If "Yes," provide a canceled checking or savings slip.
- Do you anticipate your income or withholdings to be different for 2022?
- Did you make any purchases subject to Use Tax?  
If "Yes," provide details.
- Did you receive any notices from the IRS or state taxing authority?  
If "Yes," explain \_\_\_\_\_
- May the IRS discuss your tax return with your preparer?
- Would you like a copy of your tax return sent to you electronically instead of receiving a printed copy?

### Questionnaire

Name:

SSN:

#### Foreign Tax Information

**Yes No**

- Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
- Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
- Did the aggregate value of your foreign accounts exceed \$10,000 at any time during the year?
- Did you have any income from, or pay taxes to, a foreign country?
- Did you own property in a foreign country?

#### Preparer Notes