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Taxpayer's Name: ____________________
Telephone Number: ____________________
Tax Year: ______

WHAT TO DROP OFF, MAIL OR UPLOAD TO OUR PORTAL

The quality of your tax return and the timeliness of its preparation depend strongly on obtaining ALL your tax documents and information. Therefore, we have created this list to help you gather your tax information. We will also need the signed Engagement Letter included with this packet. The Engagement letter and our worksheets are all available on our website: Simperstax.com.

To decrease the time it takes for us to prepare your return, it is advised that you do not drop off/mail/upload documents without completing this package. Put a ✓ beside each item as you prepare your information or use N/A if the item does not apply to you. **Reviewing your previous year's tax return for reminders of tax documents can greatly decrease the completion time of your return.**

If mailing documents, **make clear copies** of anything you send us for your own records. This will be useful if we call you with questions or in the horrible event your package gets lost in the mail. If uploading documents, our preference is for you to create one PDF file of all your tax documents. We understand this is not always possible.

____ 1. If you are a new client, please bring/provide complete copies (all pages) of your **last three years tax returns, both federal and state.**

____ 2. If you, or your spouse received a new driver's license or state issued ID this past year, or if you are a new client to our practice, please provide a clear copy (front and back) of the current, unexpired, photo ID.

____ 3. Please list the bank name, routing, and account number on your Client Information Sheet where your refund is to be deposited or mail/bring in a copy of a voided check from the bank account.

Indicate below how many of each of the following you are including. If none, enter "0". Use the space below to write in any forms you are sending not included on the list. If possible put your documents in this order (easier for you to track items):

1. #______ 1095-A (Marketplace/Exchange Health Insurance)	10. #______ of W-2 G (Gambling Income)
2. #______ IRS Notices (especially for money received)	11. #______ of 1099-MISC or NEC (All other income)
3. #______ of W-2(s) Income Statements & last 2020 pay stub for each	12. #______ of 1099-Q (529/Education Plan)
4. #______ of 1099-INT (Interest Income)	13. #______ of 5498-SA (HSA Contribution)
5. #______ of 1099-DIV (Dividends)	14. #______ of 1099-SA (HSA Distribution)
6. #______ of Consolidated Brokerage Statements (All pages)	15. #______ of K-1 (1065, 1120S, 1041)
7. #______ of 1099-R (Retirement/ IRA/ Pension/ 401K)	16. #______ of 1098-E (Student Loan Interest)
8. #______ of 1099-SSA (Social Security)	17. #______ of 1098-T (Tuition) & University accounting stmt
9. #______ of 1099-G (Unemployment Benefits)	18. #______ of 1098 (Mortgage Interest) & real estate taxes

____ 4. Alimony: Paid $ _________ Received $ _________ Official Divorce Date_________ (*IRS requirement since 2019)*
- If this is the first year of your divorce, and/or you are a new client, provide a complete copy of the divorce decree.
- If there have been amendments to your divorce decree since 2019, provide copies of the amendments.

____ 5. If you have self-employment income from one or more businesses or operate a farm or have rental properties, and we prepared the return last year, the worksheets are included. If new, please call or visit our website for the worksheets.

____ 6. If you are a K-12 educator, amount spent for classroom supplies and professional development $_______.

____ 7. Dependent care - Even if paid pre-tax – Break down by provider and which dependent received care while under age 13. Request an end of year statement from the provider. You may need to call to obtain their EIN or Social Security number.

Use additional paper, if needed, to list all dependent care information.

Dependent Name	Provider Name	Provider Address	Provider EIN or Social Security #	Amount Paid
				$
				$
				$
				$
				$

____ 8. If you volunteer for a Maryland Fire Company, a police auxiliary, or a health organization bring certifications, mileage and/or LOSAP awards.

____ 9. If you paid estimated tax and/or extension payments (federal and/or state(s)) we now require proof of payment either by cancelled check(s) or online receipt(s).

____ 10. Medical expenses – If you believe your out-of-pocket medical expenses are even close to being 7.5% of your Adjusted Gross Income, please complete the medical expenses worksheet from the website or request a copy.

____ 11. Amount contributed to Traditional IRA $________, ROTH IRA $_________, SEP $_________ [Taxpayer or Spouse]

____ 12. If you bought, sold or refinanced any property, include a copy of the settlement sheets (Settlement Sheets/ Closing Disclosure).

____ 13. If you sold property other than your personal residence, we have additional guidelines. Contact us and we will mail or email them to you.

____ 14. If you bought a car, boat, RV, plane, etc., this year, provide us a copy of the sales slip.

____ 15. Credits are available for the installation of qualified ENERGY improvements and for the purchase of certain NEW electric or hybrid vehicles. Please provide manufacturer's certification and sales receipts showing cost for those items.

____ 16. If you donated to charity, use the Charity Guidelines on our website. Always be sure you get a receipt for all of your donations, but only send us the ones relating to donations of property (clothing, household goods, vehicles, etc.) over $500. Include an itemized list of property donated including fair market value. If you donated a vehicle contact us first.

____ 17. If we are filing a Pennsylvania Local Tax Return for you please tell us your school district: __________________________

____ 18. If you have wages from Alabama, Arkansas, California, Hawaii, Iowa, Minnesota, New York, or Pennsylvania you may have the ability to deduct unreimbursed employee expenses to that state. Please use our worksheets on our website for expenses.

___ 19. Amount of cash/check/credit card charitable contributions. You can deduct some, even without itemizing. $_____________

* We accept cash, credit/debit cards, checks, Venmo or Zelle for our services. **Final payment is due when you sign your return.**
* We electronically file all qualified returns. Returns that cannot be e-filed will have instructions on how/where to mail a signed copy.
* Electronically deliver your documents or communicate with VERIFYLE. Instructions can be found on Simperstax.com FAQ tab
* Electronically deliver your documents through Secure File Pro. Instructions can be found on Simperstax.com FAQ.
* **For efficiency please combine documents into one PDF file or a compressed folder before uploading. We do not email any sensitive documents or materials – and neither should you.**
* **March 31st** - All tax documents must be received for us to guarantee an on-time filing (we routinely receive documentation into April and still complete the returns on time - we just cannot promise it. **Extensions** of time to file MUST be requested. We have to estimate your tax liability prior to filing the Extension and any balance due should be paid with the extension.
* Our office security policy prohibits us from accepting documents from flash/thumb drives, Dropbox, Google Docs, hyperlinks in email, or any other shared document platform.