



This is your "Tax Organizer" or "Checklist" for the tax year 2021 which assists you in getting organized. Attach all relevant information to this list. (This is not an all inclusive list, please feel free to add information if necessary.) Originals are not required for me to prepare your return. You are welcome to scan/email, fax, text, Google Drive, DropBox, currier pigeon, or snail mail copies.

INDIVIDUALS

- W2s and 1099s
- Amount of your Stimulus 3 payment and list of child tax credit payments received.
- K-1s which will provide income earnings from a partnership or S-corporation.
- 1098 which will detail the interest you paid on your mortgage for the year.
- 1098-E details the amount of interest on your student loans.
- 1099-B will come from your brokerage company and give a statement of the gains and losses of your investment accounts.
- 1099-DIV will list the earnings from mutual funds such as dividends and capital gains.
- 1099-G will provide the amount of unemployment benefits.
- 1099-INT will provide the interest income received from your bank accounts.
- 1099-R will list the distributions taken from pension or retirement accounts.
- 1099-SSA is your Social Security benefits statement.
- Detailed list of medical expenses (i.e. prescription totals, co-pays and miles driven to appointments, eye glasses, contacts, etc.) if you itemize. 2021 rules, you can only claim those amounts over 7.5% of your AGI. But you do still receive a small New Mexico state deduction so these are still worth tracking.
- List the total amount of tuition, books, and fees paid in 2021 to an educational institution for you or your dependents. Keep separate the amount paid for Tuition vs. Books and Fees. Done with school? Please include student loan interest paid. Did you contribute to a §529 tax savings tuition plan?
- List of gifts by cash or check to charitable organizations.
- List of gifts other than by cash or check. (i.e. Goodwill) Please include dates and detailed list of items given which is required by the IRS.
- Provide a list of Federal and State tax estimated income tax payments made for the 2021 tax year including dates paid.
- Provide child care expenses not reimbursed by your employer.
- Form 1095A which lists monthly health insurance premiums paid through the Healthcare exchange. 1095-B or 1095-D can be included but not required for filing.

BUSINESSES

- Gross income amounts from any business in 2021 **and** copies of your NM gross receipts tax reports filed. If you use QuickBooks or other accounting software, please send back up or an accountants copy by e-mail fax, text, Google Drive or DropBox.

The State of New Mexico is CRACKING DOWN on non-filers of gross receipts tax. If you receive a 1099-MISC or 1099-NEC form, you are a small business. ALL SMALL BUSINESSES are subject to gross receipts or "sales" tax.

Expenses for any business in 2021. If you are providing me with a Profit and Loss Statement or QuickBooks software, no need to fill these expenses out below.

▪ Here are some common expenses for self-employed business owners:

- Fuel expenses or
 - Business miles driven _____
 - Personal miles driven _____
 - Make and model of vehicle _____
- Legal and professional services
- Office Expenses
- Supplies
- Cell Phone expense
- Equipment
- Taxes & Licenses
- Travel expense
- Meals Expense
- Uniforms and/or dry-cleaning
- Home Office? Provide square footage of office as well as entire home. Then provide total cost of utilities, home owners/renters insurance, home phone, etc.

Do you need help keeping track of expenses? Ask me for an excel sheet to help small businesses keep track of their business bank account.

Please list rental property income and expenses for each property owned. Did you actively participate in the management of the rentals or utilize a management company? More than 500 hours per year?

- Insurance Expense
- Advertising
- Travel
- Cleaning & Maintenance
- Legal & Professional Fees
- Management Fees
- Mortgage Interest paid on Loan
- Property Taxes
- Repairs
- Supplies
- Utilities
- Appliances (date and cost)
- Remodel Expenses

Check here if you would like your refund or payment to be direct deposited or withdrawn from your checking account? Routing # _____ A/C# _____

Or, check here to use same account on file from last year.

For proof of identity to e-file, please provide you and your spouses:

- Driver's License Number _____
- State Issuer _____
- Issue date _____
- Expiration date _____
- Driver's License Number _____
- State Issuer _____
- Issue date _____
- Expiration date _____

Please call or e-mail my office if I can be of any further assistance.

Katy Estrada, CPA is certified by the New Mexico Public Accountancy Board by meeting all qualification requirements, a member of the New Mexico Society of Certified Public Accountants, a licensed tax preparer before the Internal Revenue Service and an Authorized IRS e-file Provider with 22 years of experience with individuals and small businesses.

Tanya Guillian is her fifth tax season with our office. tanyaescpa@gmail.com