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MEMBER
NATIONAL SOCIETY OF
PUBLIC ACCOUNTANTS
MISSOURI SOCIETY
OF ACCOUNTANTS

Dear Client,

Our datasheet will be available on our website by January 15th. If you received an organizer last year, we will upload the organizers to your portal available from our website, Sharefile has updated their password credentials, so you may need to reset your password when you log in. The tax organizer is available to anyone who requests one. However, the tax organizer may not be enough, and we wanted to bring some special items to your attention below. It is our attempt to be as thorough as possible in the preparation of your return.

The due date for certain business returns remains the same. S Corporations and Partnership returns are still due on March 15. Penalties are steep for late filed returns so it is imperative that you provide us with your information for these returns before March 1.

Security and Identity Theft

The IRS has determined that one of the prime targets of data theft is tax preparation companies. Because so many electronic intruders get in via email attachments, PLEASE DO NOT EMAIL ANY DOCUMENTATION WITH THE FOLLOWING: SOCIALS SECURITY NUMBERS OR BANK ACCOUNT INFORMATION!!! It is our office policy to not provide you anything via email that would contain this information as well, all copies of the tax return will be provided thru our client portal for you to download, print, securely send to anyone you feel may need it.

Economic Impact Payment (EIP) - Stimulus Check

Many of you received a stimulus check this year, we are required to reconcile this on the 2020 tax return. Please include this information on the attached datasheet.

Children/Student Tax Returns

To ensure everyone gets the appropriate credits & stimulus checks, your dependents should **not** file their tax return **until after** your return is completed. If they file their return in error it could create a reject on your return and cause YOU to lose out on credits/deductions you are legally entitled to.

Tax Planning & Consultations

With all the changes of 2020- did you change jobs, take extra money from retirement accounts, inherit money, capital gains from stock sales, or start a new business? We view proper tax planning as a crucial step to your success. Let us know if you have questions!

Mileage rates for 2020: Business- 57.5 cents

Charitable- 14.0 cents

Medical- 17.0 cents

Mileage rates for 2021: Business- 56.0 cents

Charitable- 14.0 cents

Medical- 16.0 cents

Hours of Operation:

Regular hours Monday-Thursday 8-4:30

Extended Tax season hours start February 1- April 15th: Monday- Friday 8-5

We encourage our clients to upload tax documents to the portal at your convenience. We kindly request you send us an email/text when the upload is complete. Everyone will be required to answer a few questions before we can begin work on your 2020 return. This year we are doing 10-minute appointments for "drop off" or "pickup/sign", unfortunately no walk-ins due to Covid restrictions. We have virtual consultation appointments available should you need more time to discuss your tax situation.

Thank you again for your continued support and many referrals. We greatly appreciate working with you each and every year.

Sincerely,

Midwest Bookkeeping & Tax Service

2020 Data Sheet:

CONFIDENTIAL INFORMATION FOR PREPARING INCOME TAX RETURNS

Important!!! It is important to get this to us promptly but it's far more important for it to be complete when we receive it. Take your time, complete it before you bring it in. There will be an additional charge for any returns that have to be reworked due to your request for changes that were not originally supplied to us.

Contact Information:

	Taxpayer	Spouse
Name	_____	_____
SS No	_____	_____
Birth date	_____	_____
Home/Cell Phone	_____	_____
Work Phone	_____	_____
E-Mail*	_____	_____

**the email addresses above will be used for your portal & E-Signature unless otherwise noted.

Occupation _____

Address: _____

Filing Status: Check One _____ Single _____ Surviving Widow/Widower
This is your status as of 12/31/20 _____ Married Filing Joint _____ Married Filing Separately
_____ Head of Household *(enter spouse name and SS No above)*

Dependents: Children/Parents who lived with you and received more than half of their support from you.

Name	Birth date	Social Security Number	Relation	in your home	Total income recieved in 2020*
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*It is possible your dependent will need to file an individual tax return as well.

Child & Disabled Dependent Care:

Do you have Daycare Expenses? Please attach daycare receipt or complete data below

1. Name & Address of Care Provider, I.D.#(Soc.Sec.# or Fed I.D#) Amount Paid
2. Name & Address of Care Provider, I.D.#(Soc.Sec.# or Fed I.D#) Amount Paid

To the best of my knowledge the enclosed information is correct and includes all income deductions and other information necessary for the preparation of this year's income tax returns for which I have adequate contemporaneous records.

Sign _____ **Date** _____

Sign _____ **Date** _____

If we did not prepare your 2019 Income Taxes, be sure to enclose your copies of those returns. We will return them to you when we have completed your income taxes.

OFFICE HOURS:

Monday-Friday 8:00 to 5:00- appointment required
Saturday By appointment only

When complete, upload to portal, mail or bring (with appointment) to:
MIDWEST BOOKKEEPING & TAX SERVICE
10100 E. 65th St Ste A
Raytown, MO 64133
Phone/text (816)356-4500 Fax (816)356-1030
midwestbkpg@gmail.com

**COVID Policy: we are now "by appointment only"- to schedule your dropoff or virtual appointment, please visit our website
Drop off by appointment only during regular business hours or book a Virtual appointment online.**

INCOME

SALARIES, WAGES, COMMISSIONS

Attach ALL copies of each W-2 or 1099 forms

UNEMPLOYMENT BENEFITS

Attach copies furnished by Unemployment office

RETIREMENT INCOME

Attach ALL 1099-R

CAPITAL GAINS & LOSSES

Attach all 1099-B or 1099 Consolidated Statements
*these sometimes are not available until after 2/15/21

DIVIDEND INCOME

Attach ALL dividend statement (1099-DIV) received

TAXABLE INTEREST INCOME:

Attach ALL Interest Statements (1099-INT) Received.

Other Interest Income not on form 1099-INT:

*if you earned less than \$10, no form will be mailed.

Paid by: _____ \$ _____

Paid by: _____ \$ _____ List Additional Interest on separate page

PARTNERSHIP/ESTATE/TRUSTS

Attach ALL K-1's or details

SOCIAL SECURITY BENEFITS

Attach form 1099-SA, the statement the Social Security office sends to you in January reporting these amounts

GAMBLING ACTIVITIES & MISCELLANEOUS INCOME:

Did you have winnings from any form of gambling?	Attach all form W-2G received	\$ _____
Total expenses related to winnings	Total 2020 gambling losses you can document	\$ _____
Alimony Received	Jury Duty Fees	\$ _____
Gifts in Excess of \$15,000 given or received	Mileage Allowance	\$ _____
Other, list on separate sheet		\$ _____

EDUCATION CREDITS:

529 Plan Contributions- include YE statement \$ _____ 529 Plan Distributions - Form 1099-Q \$ _____

Did you (or dependents) attend College/University? Please attach form 1098-T found in your student account

Completed first 4 yrs of undergraduate studies? _____ Amount of Tuition, lab fees, course expenses \$ _____

Do not include: room/board, student fees, travel, insurance & books

Student can NOT be convicted of felony possession or distribution of controlled substance

Student Loan Interest Paid- Form 1098-E \$ _____

RETIREMENT PLANNING:

Investment in IRA for YOU \$ _____ Investment in ROTH IRA for YOU \$ _____

Investment in IRA for YOUR SPOUSE \$ _____ Investment in ROTH IRA for YOUR SPOUSE \$ _____

TAX PLANNING & CONSULTATIONS:

With all the events of 2020- did you change jobs, take extra money from retirement accounts, inherit money, capital gains from stock sales, or start a new business? We view proper tax planning as a crucial step to your success. Let us know if you have questions!

Additional Questions Required:

Economic Impact Payment (EIP)/Stimulus check received _____

Did you buy/sell virtual currency? ex bitcoin YES _____ NO _____

Do you need a consultaion meeting before signing? YES _____ NO _____

How would you like tax return delivered: PAPER (additional fee applies) _____ PORTAL (default) _____

DEDUCTIONS FOR ITEMIZING

MEDICAL EXPENSES:

Total all hospital, doctor, nurse bills & list only the net amount paid by you, after deducting Insurance reimbursements.

Medical/Dental Insurance premiums \$ _____ Medical Mileage - Number of Miles _____
Long Term Care Insurance \$ _____ Lodging, to obtain Medical Aid \$ _____
 Prescriptions \$ _____ Dentures, Eyeglasses, and repairs to them \$ _____
 Doctors, Dentists, Hospital, Ambulance Fees \$ _____ Other, please list on separate sheet \$ _____

YOU DO NOT NEED TO SEND US THESE RECEIPTS- ONLY THE TOTALS FOR THE ABOVE CATEGORIES

TAXES PAID- please include the receipt

Real Estate - City and County \$ _____ Personal Property - City and County \$ _____

Estimated Taxes	Federal	State			
1st Qtr 4/15/20	\$ _____	\$ _____	3rd Qtr 9/15/20	\$ _____	\$ _____
2nd Qtr 6/15/20	\$ _____	\$ _____	4th Qtr 1/15/21	\$ _____	\$ _____

INTEREST PAID- include 1098 mortgage statement

Residential Mortgage Interest
 Financial Institution \$ _____ Individuals(list name,address,SS#) \$ _____
 Investment Loans \$ _____
 Other(Itemize) _____ \$ _____

CONTRIBUTIONS:

Cash contributions (contribution of \$250 or more to ONE charity must have a receipt from the receiving organization)

Please list to whom & how much Contributions **OTHER THAN CASH** (attach receipts)
 _____ \$ _____ \$ _____
 _____ \$ _____ Use of Auto for Charity, list number of miles _____

BUSINESS INCOME AND EXPENSES:

Name of Business _____ EIN: _____

Did you participate in the daily operation of this business? ____ If not, how many hours did you participate in 2020? ____

Please complete below or attach Profit/Loss statement

Gross Sales/Receipts	\$ _____	Laundry & Cleaning	\$ _____
Commissions/Other Income	\$ _____	Wages Paid- submit form W3	\$ _____
Beginning Inventory	\$ _____	Commissions Paid- 1096 attached	\$ _____
Ending Inventory	\$ _____	Office Expense	\$ _____
Merchandise Purchased	\$ _____	Rent	\$ _____
Advertising Expense	\$ _____	Repairs	\$ _____
Bank Service Charges	\$ _____	Supplies	\$ _____
Legal & Professional Services	\$ _____	Taxes	\$ _____
Meals & Ent(100% of cost)	\$ _____	Travel Expense	\$ _____
Dues and Publications	\$ _____	Utilities & Telephone	\$ _____
Freight/Shipping	\$ _____	Bad Debts from sales(included above)	\$ _____
Insurance- Business only not vehic	\$ _____	Mdse. Withdrawn for personal use	\$ _____
Interest	\$ _____	Car and Truck Expenses	\$ _____
		including gas and auto insurance	
Other Expenses (Specify) _____	\$ _____	Total Miles driven	_____
_____	\$ _____	Commuting miles	_____
_____	\$ _____	Business miles	_____

RENT AND ROYALTY INCOME AND EXPENSES

If new:
DATE ACQ

	DESCRIPTION OF PROPERTY/ Location	
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____

Did you or a member of your family occupy any of the rental property listed above for more than the greater of 14 days or 10% of the total days rented at fair rental value during the year? _____

Did you actively participate in the operation of each property during the tax year? _____

		A	B	C	D
INCOME	Rents Received	_____	_____	_____	_____
	Royalties Received	_____	_____	_____	_____
EXPENSES	Advertising	_____	_____	_____	_____
	Auto/Travel	_____	_____	_____	_____
	Cleaning/Maintenance	_____	_____	_____	_____
	Insurance	_____	_____	_____	_____
	Mortgage Interest	_____	_____	_____	_____
	Other Interest	_____	_____	_____	_____
	Repairs	_____	_____	_____	_____
	Supplies	_____	_____	_____	_____
	Taxes	_____	_____	_____	_____
	Utilities	_____	_____	_____	_____

If you use your personal auto in your business, **EXCLUDING** commuting to and from work, you may be entitled to a tax deduction for its business use. Provide us a detail of total actual miles. Total Miles driven _____

Do you have another vehicle available for personal use? _____ Commuting miles _____

Do you have **adequate record** or sufficient **WRITTEN EVIDENCE** Business miles _____

to justify the deductions? _____