



10100 E 65th STREET; STE A RAYTOWN, MISSOURI 64133
(816) 356-4500 FAX (816) 356-1030
www.Midwestbkpg.com

MEMBER
NATIONAL SOCIETY OF
PUBLIC ACCOUNTANTS
MISSOURI SOCIETY
OF ACCOUNTANTS

Dear Client,

Our datasheet will be available on our website by January 15th. We encourage our clients to upload tax documents to the portal at your convenience. We have a new system in place that will track your return & provide updates while in our office. Everyone will be required to answer a few questions before we can begin work on your 2021 return. 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 2021 tax return. Please include this information on the attached datasheet. You will receive Letter 6419 from the IRS in January – please include it with your tax information.

Advance Child Tax Credit

Many of you with dependents started receiving a deposit from the IRS beginning in July-December. We will need these amounts to reconcile on the tax return. Please log on to your irs.gov account and print the payout summary screen.

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 2021- 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. Book your appointment today, and we can help you. Let us know if you have questions!

Mileage rates for 2021: Business- 56.0 cents
Mileage rates for 2022: Business- 58.5 cents

Charitable- 14.0 cents
Charitable- 14.0 cents

Medical- 16.0 cents
Medical- 18.0 cents

Hours of Operation: Regular hours Monday-Thursday 8-4:30 BY APPOINTMENT ONLY
Extended Tax season hours begin February 1- April 15th: Monday- Friday 8-5- BY APPOINTMENT ONLY

Due to Covid restrictions, we are still requiring an appointment for any visit to the office and unfortunately no walk-ins are allowed. This year we are doing 10-minute appointments for “drop off/scan” or “pickup/sign”, unfortunately no walk-ins due to Covid restrictions. We encourage all clients to book a virtual consultation appointment 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

2021 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.

	Taxpayer		Spouse	
Name	_____		_____	
Primary Contact #	_____	cell / work home	_____	cell / work home
E-Mail*	_____		_____	

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

Occupation _____

Did you move? If yes, please let us know new address _____

Did you change Bank accounts? If yes, provide new banking info _____
include copy of voided check or deposit slip _____

Filing Status: Check One _____ Single _____ Head of Household _____
This is your status as of 12/31/21 _____ Married Filing Joint _____ Surviving Widow/Widower _____
_____ Married Filing Separately (*enter spouse name and SS No above*)

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

*If you have dependents please see the dependent credit section on page 2 for more possible credits

Name	Birth date	Relationship	# days lived in your home	Total income received in 2021*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

Additional Questions Required:

Economic Impact Payment (EIP)/ up to \$1400/pp _____ *Stimulus check received on or around March 20*

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

Did you start a new business or side hustle? YES _____ NO _____

Child Tax Credit - Did you received advanced payments YES _____ NO _____

Monthly payments starting around July 2021- YOU MUST PROVIDE LETTER 6419 showing proof

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. Failure to provide accurate stimulus amount or advance child tax credit info will delay the processing of your return at the IRS.

Sign _____ Date _____

Sign _____ Date _____

If we **did not** prepare your 2020 Income Taxes, please upload a copy of those returns. Physical copies will be returned to you when we have completed your income taxes.

When complete, upload to portal or drop off (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

OFFICE HOURS:

Monday-Friday 8:00 to 5:00- **appointment required**

please visit our website to 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

Brokerage accounts

Attach all 1099-B or 1099 Consolidated Statements

*these sometimes are not available until after 2/15/22

Employee Stock Options exercised

Virtual Currency

attach transaction list & conversion to USD in excel format

DIVIDEND INCOME

Attach **ALL** dividend statement (1099-DIV) received

TAXABLE INTEREST INCOME:

Other Interest Income not on form 1099-INT:

Attach **ALL** Interest Statements (1099-INT) Received.

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

Paid by: _____ \$ _____

List Additional Interest on separate page

Paid by: _____ \$ _____

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

MISCELLANEOUS INCOME:

Did you have winnings from any form of gambling?

Attach all form W-2G received \$ _____

Total expenses related to winnings \$ _____

Total 2021 gambling losses you can document \$ _____

Alimony Received (pre 2019 divorces) \$ _____

Gifts in Excess of \$15,000 given or received \$ _____

Jury Duty Fees \$ _____

Mileage Allowance \$ _____

Other, list on separate sheet \$ _____

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 \$ _____

DEPENDENT CREDITS:

EDUCATION

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

Completed first 4 yrs of undergraduate studies? Yes / No Student Loan Interest Paid- Form 1098-E \$ _____

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

Did you use all distributions for qualified education expe Yes / No

Advance Child Tax Credit: *Did you receive monthly payments starting in July 2021*

IRS letter 6419 showing amounts paid is required failure to provide will delay your return at IRS

Child & Disabled Dependent Care: Please attach daycare receipt that contains the data below

Name & Address of Care Provider, I.D.#(Soc.Sec.# or Fed I.D#) Child's name Amount Paid

DEDUCTIONS

MEDICAL EXPENSES:

Did you have an ACA (Obamacare) Insurance Plan? Yes / No Must provide the 1095-A issued by ACA

Do you have a Health Savings Account (HSA)? Please attach Forms

Contributions Form 5498

Distributions Form 1099-SA

Were all distributions for approved medical expenses? Yes /

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

Medical/Dental Insurance premium \$ _____ Medical Mileage - Number of Mile: _____

Long Term Care Insurance \$ _____ Lodging, to obtain Medical Aid \$ _____

Prescriptions \$ _____ Dentures & Eyeglasses \$ _____

Doctors, Dentists, Hospital \$ _____ 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	Paid on	State MO	Paid on	State KS	Paid on
1st Qtr 4/15/21	\$ _____	_____	\$ _____	_____	\$ _____	_____
2nd Qtr 6/15/21	\$ _____	_____	\$ _____	_____	\$ _____	_____
3rd Qtr 9/15/21	\$ _____	_____	\$ _____	_____	\$ _____	_____
4th Qtr 1/15/22	\$ _____	_____	\$ _____	_____	\$ _____	_____

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 & values)

_____ \$ _____

Please list the garage sale value of the items donated, we can't take a deduction if the items and values are not listed on the receipt

Use of Auto for Charity, list number of miles _____

Qualified Charitable Distribution (QCD) from your IRA account.

BUSINESS INCOME AND EXPENSES:

Please complete below or attach Profit/Loss statement

Name of Business _____ EIN: _____

Did you participate in the daily operation of this business? _____ If not, how many hours did you participate in 2021? _____

Did you receive form 1099-k? Yes / No ex: square, stripe, paypal, venmo, etsy, other merchant accounts

Gross Sales/Receipts	\$ _____	Beginning Inventory	\$ _____
Commissions/Other Income	\$ _____	Ending Inventory	\$ _____
		Mdse. Withdrawn for personal use	\$ _____
Merchandise Purchased	\$ _____		

Advertising Expense	\$ _____	Bank Service Charges	\$ _____
Commissions Paid out- 1096 attached	\$ _____	Computer Expenses	\$ _____
Insurance- Business only not vehicle	\$ _____	Dues and Subscriptions	\$ _____
Health Insurance provided by Business	\$ _____	Freight/Shipping	\$ _____
Interest	\$ _____	Laundry & Cleaning	\$ _____
Legal & Professional Services	\$ _____	Merchant Fees ** 1099-k	\$ _____

Meals & Ent(100% of cost)	\$ _____	Payroll - Wages Paid - <i>please provide W-3 & all 4 Qtrs of state unemployment reports</i>
Office Supplies	\$ _____	Contract Labor - <i>Please provide 1096</i>
Rent	\$ _____	
Repairs	\$ _____	
Supplies	\$ _____	

Taxes & Licenses (non payroll)	\$ _____	Other Expenses (Specify)	
Travel Expense	\$ _____	Assets Purchased:	
Utilities	\$ _____	_____	\$ _____
Telephone	\$ _____	_____	\$ _____
		_____	\$ _____

Car and Truck Expenses \$ _____
including gas and auto insurance

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 _____ Commuting miles _____ Business miles _____

Do you have another vehicle available for personal use? _____

Do you have **adequate record** or sufficient **WRITTEN EVIDENCE** to justify the deductions? _____

Home Office Deductio must be used regularly **AND** exclusively for business purp Yes / No

room sq ft: _____ whole house sq ft: _____

RENT AND ROYALTY INCOME AND EXPENSES

One page per property PROPERTY _____ of _____

If you use a property management company- please attach summary statement

If this is a new purchase please also provide closing documents

Address: _____

Number of days property was rented: _____

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? _____

INCOME:

Rents Received _____

Royalties Received _____

EXPENSES:

Advertising _____

Auto/Travel _____

Cleaning/Maintenance _____

Insurance _____

Legal & Professional Fees _____

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 _____

Commuting miles _____

Business miles _____

Do you have another vehicle available for personal use? _____

Do you have **adequate record** or sufficient **WRITTEN EVIDENCE** to justify the deductions? _____