WAYNE E. VINSON, CPA, PS
TAX • ACCOUNTING • CONSULTING • TRAINING

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SPOKANE, WA 99205

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WE APPRECIATE THE OPPORTUNITY TO SERVE YOU

With the arrival of tax season, it is time to organize the information necessary to complete your tax return(s).

Your Tax Organizer will assist you in gathering the necessary information. Please make any necessary corrections to your personal and/or business information, including address and telephone, and fill in the pertinent data. The last page of the organizer provides space for additional notes that you feel would be helpful in preparing your tax return(s). If needed, we have a blank organizer located on our website.

Please be sure to provide all that apply:
For example: *Forms W-2, 1099, 1095-A, K-1, 1098-T, statement showing how much social security received, brokerage statements showing investment transactions (including cost information for stock, bond, and mutual funds), statements from mortgages, letters from the US Treasury Dept showing amounts you received for Child Tax Credits and Stimulus Payments, details of any virtual currency transactions and other documents as well as any notices received from the IRS or other taxing authority, etc.*

As in the past you can:

- Mail in your documents to the address above or,
- Drop off your documents to the office or leave in the secure drop box (back of the building at the top of the stairs), or
- Upload your documents to our portal (secure email). If you are not already set up in the portal we will need your email address. Set-up is easy and we are available to assist you with it.
- If you feel an appointment is necessary, please call to schedule a virtual or in-person appointment.

For your convenience, if we have not heard from you by April 12th, 2022 we will automatically file an extension for you reflecting -0- tax liability. Let us know if this is not the case. If no payment or insufficient payment is sent with an extension, the IRS can disallow the extension. Keep in mind that although the return is extended, payment of tax is due April 15th, 2022.

All tax returns that qualify will be filed electronically. **We will provide you with a paper or electronic copy for your records.** Please note that our office closes at <u>noon</u> on April 15th, 2022.

Please be sure to sign the "Agreement for Engagement of Income Tax Service" and complete the "Questionnaire" that accompanied the Tax Organizer. We <u>must</u> have these on file.

Please contact us if you have any questions.

CPA
The CPA. Never Underestimate The Value.®

AGREEMENT FOR ENGAGEMENT OF INCOME TAX SERVICE

THIS AGREEMENT IS BETWEEN THE FIRM, **WAYNE E VINSON, CPA, PS** AND ______________________________
FOR THE TAX YEAR **2021.**

This letter confirms the services you have asked our firm to perform and the terms to which we have agreed.

We will prepare your Federal and specific State income tax returns.
List States:____.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to disclose defalcations, fraud, or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as we find necessary for the preparation of your income tax returns. It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, inventory, cell phone, meals, and related expenses, and the required documents to support charitable contributions. If you have any questions as to the type of records required, please ask us for advice in that regard. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest. We will make no audit or other verification of the data you submit. However, we may need to ask you for clarification of some of the information. You have the final responsibility for the income tax returns; therefore, you should examine them carefully before you sign them. With reasonable justification, the preparer will resolve questions involving the application of tax rules in the client's favor. The IRS may discuss your return with the preparer. All personal and business return(s) will be electronically filed, unless otherwise determined. Returns are electronically filed upon receipt of signed Form 8879 from you.
For self-employed taxpayers, a reduction in taxable income also reduces Social Security tax, which could reduce current and future benefits.

As your CPA, we collect:
- Information provided by you from your tax organizer, worksheets, documents, and discussions and
- Information that we develop as part of the engagement.

As your CPA we are required to keep all information about our engagement confidential. We will not disclose any information about you unless we have your approval, or are required by law, or as we determine subject to professional standards to best meet your needs. This applies even if you are no longer a client.
As your CPA, we are committed to safekeeping your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information. We will provide you a copy of the tax returns and other pertinent work papers that should be a part of your books and records. If you should need replacements, we will provide additional copies at our standard copying fee. All of your original documents will be returned to you for your records. It is our firm's policy to retain copies of your tax return(s) for seven years, after which they will no longer be available. Physical deterioration or catastrophic events may shorten the time during which our records will be available. Our files are not a substitute for your original records. It's agreed that our files shall remain the property of Wayne E Vinson, CPA, PS.

Written advice is not intended to be used, and cannot be used by anyone for the purpose of avoiding penalties that may be imposed on the taxpayer. We do not give legal advice.
You agree to limit the liability of Wayne E Vinson, CPA, PS for any and all claims, losses, costs, and damages of any nature whatsoever to not exceed our total fee for services under this engagement.

By signature(s) below, the client acknowledges sole responsibility for providing requested documents and other substantiation needed to support the client's tax return(s). The client authorizes the preparer to complete Federal and State, if needed, income tax returns. All returns are subject to examination by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate income and deductions. Any assistance we provide in connection with an audit or inquiry is not included in our preparation fees including responding to an IRS CP Notice.

You are responsible for filing Form FinCen 114 if required by the U.S. Department of the Treasury for any foreign accounts. You must inform us of any foreign financial assets or authority over foreign financial assets.

You are required to report transactions involving virtual currency[unless merely holding or intra-wallet transfers].

<u>Preparation fees are expected upon receipt of the completed tax return(s).</u>
We accept cash, check, VISA, and Mastercard. You can also make a payment at www.vingroup.cpa

I want my "Client Copy" by: **Pick up** **Mailed** **Portal** (Circle one)

______________________________________ ____________________.
Client/Taxpayer Date

ORGANIZER

2021	1040	US	Miscellaneous Questions

If any of the following items pertain to you or your spouse for 2021, please check the appropriate box and **PROVIDE DETAILS FOR ALL "YES" ANSWERS.**

Yes	No	
☐	☐	Did you receive an advance Child Tax Credit? If yes, how much______________
☐	☐	Did you receive a stimulus check? If yes list amount for each check____________Note: $1,400 max per person
☐	☐	Did you or a dependent have medical insurance through The Exchange for any month(s)? If yes, provide Form 1095-A
☐	☐	Did you have an interest in or signature or other authority over a **foreign**: bank account, securities account or other financial account, including virtual currency?
☐	☐	Did you have any amounts over $10,000 outside of the United States in a bank, securities, or financial account, including virtual currency?
☐	☐	Did you engage in any bartering or virtual currency transactions? Check "no" if merely holding or intra-wallet transfers.
☐	☐	Did your marital status change during the year
☐	☐	Could you be claimed as a dependent on another person's tax return for 2021?
☐	☐	Were there any changes in dependents?
☐	☐	Do you have any dependents (under the age 19 or college student under 24) with interest, dividends and unearned income in excess of $1,100?
☐	☐	Did you transfer or was a home transferred from parent to child?
☐	☐	Do you have a physically or mentally disabled child?
☐	☐	Did you make any cash and/or non-cash gift(s) to an individual in excess of $15,000?
☐	☐	Has your bank information for Direct Deposit for applicable refund changed from last year?
☐	☐	Are you a non-custodial parent of a dependent as a result of a divorce? If yes, provide a signed Form 8332.
☐	☐	Did you pay for child care (babysitting, daycare)? If yes, please provide provider name, address and social security number/EIN and amount paid for each child for each provider.
☐	☐	Did you buy or sell any stocks, bonds, or other investment property? If yes, please provide cost information, sales price, and dates if not on brokerage statements.
☐	☐	Did you have any debts cancelled or forgiven? Any debts to you becoming uncollectible?
☐	☐	Did you purchase, sell or refinance your principal home or second home? If yes, please provide closing papers. If cash received in a refinance, explain use of funds.
☐	☐	Do you have a home equity loan? If yes, explain how funds were used.
☐	☐	Did you engage the services of any household employee?
☐	☐	Did you receive a distribution from or make a contribution to a retirement plan (401(k), IRA, etc...)?
☐	☐	Did you convert IRA, etc... funds to a Roth IRA by December 31?
☐	☐	Did you elect to spread a 2020 IRA distribution over 3 years due to COVID?
☐	☐	Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? If yes, we must have Form 1098-T.
☐	☐	Do you and/or your spouse want to allocate $3 to the Presidential Election Campaign Fund?
☐	☐	Was your home rented out or used for a home office?
☐	☐	Did you add any wind, solar, or geo thermal energy efficient improvements to your home?
☐	☐	Did you build or remodel your home? If yes, please provide sales tax amount paid on materials and installation. $____________.
☐	☐	Did you pay sales tax on a car, boat, motor home, manufactured home, truck, motorcycle, or airplane purchased for personal use? If yes, please provide sales tax amount $____________.
☐	☐	If you worked for yourself, did you use your car on the job (other than to and from work) and have a mileage log?
☐	☐	If you worked for yourself, did you pay health insurance premiums for yourself and your family? If yes, please provide amount $____________.
☐	☐	If a minister, provide any **excess** housing allowance amount $____________.

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Wayne E Vinson, CPA, PS
2132 W Northwest Blvd
Spokane WA 99205
Telephone number: 509-443-4262
Fax number:
E-mail address: cpa@vingroup.com

Tax Return Appointment

Date:
Time:
Location:

This tax organizer will assist you in gathering information necessary for the preparation of your 2021 tax return. Please enter all pertinent 2021 information.

NOTE: If you claim the earned income credit, please provide proof that your child is a resident of the United States. This proof is typically in the form of: school records or statement, landlord or property management statement, health care provider statement, medical records, child care provider records, placement agency statement, social service records or statement, place of worship, Indian tribal office statement, or employer statement.

NOTE: If your child is disabled, please provide one of the following forms of proof of disability: doctor statement, other health care provider statement, or social services agency or program statement.

CLIENT INFORMATION

	Taxpayer	Spouse
First name and initial		
Last name		
Title/suffix		
Social security number		
Occupation		
Date of birth (m/d/y)		
Date of death (m/d/y)		
1=blind		
Home phone		
Work phone		
Work extension		
Cell phone		
E-mail address		

Address		
	In care of	
	Street address	
	Apartment number	
	City	
	State	
	ZIP code	

DEPENDENTS

	Dependent No.	Dependent No.
First name		
Last name		
Title/suffix		
Date of birth (m/d/y)		
Date of death (m/d/y)		
Date of adoption (m/d/y)		
Social security number		
Relationship		
Months lived at home		

	Dependent No.	Dependent No.
First name		
Last name		
Title/suffix		
Date of birth (m/d/y)		
Date of death (m/d/y)		
Date of adoption (m/d/y)		
Social security number		
Relationship		
Months lived at home		

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Please enter all pertinent 2021 information. If you have attached a government form for an item, check the box and do not enter a 2021 amount.

WAGES, SALARIES AND TIPS

Employer name:

	2021 Amount	2020 Amount
☐	Attach Forms W-2	
☐		
☐		
☐		
☐		

INTEREST INCOME

Payer name:

	2021 Amount	2020 Amount
☐	Attach Forms 1099-INT	
☐		
☐		
☐		
☐		

DIVIDEND INCOME

Payer name:

	2021 Amount	2020 Amount
☐	Attach Forms 1099-DIV	
☐		
☐		
☐		
☐		

PENSIONS, IRA AND GAMBLING INCOME

Payer name:

	2021 Amount	2020 Amount
☐	Attach Forms 1099-R & W-2G	
☐		
☐		
☐		
☐		
Winnings not reported on W-2G		
Total gambling losses		

OTHER GOVERNMENT FORMS - INCOME

	2021 Amount	2020 Amount
☐ Form 1099-B - Sales of stock (also include transaction history)	Attach Forms 1099	
☐ Form 1099-MISC - Miscellaneous income		
☐ Form 1099-K - Merchant card and third party network payments		
☐ Form 1099-S - Sales of real estate (also include closing statements)		
☐ Form 1099-G - State tax refunds	Attach Forms 1099	
Taxpayer:		
☐ Form SSA-1099 - Social security benefits	Attach Forms 1099	
☐ Form 1099-G - Unemployment compensation		
☐ Form 1099-Q (529 Plan)		
☐ Form 1099-QA/5498-QA (ABLE Accounts)		
Spouse:		
☐ Form SSA-1099 - Social security benefits	Attach Forms 1099	
☐ Form 1099-G - Unemployment compensation		
☐ Form 1099-Q (529 Plan)		
☐ Form 1099-QA/5498-QA (ABLE Accounts)		

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MISCELLANEOUS INCOME

Taxpayer: Alimony received		
Spouse: Alimony received		
Other:		

RETIREMENT PLAN CONTRIBUTIONS

	2021 Amount	2020 Amount
Taxpayer: Traditional IRA contributions (1=maximum)		
Roth IRA contributions (1=maximum)		
Self-employed, SEP, SIMPLE, & qualified plan contributions (1=maximum)		
Spouse: Traditional IRA contributions (1=maximum)		
Roth IRA contributions (1=maximum)		
Self-employed, SEP, SIMPLE, & qualified plan contributions (1=maximum)		

OTHER GOVERNMENT FORMS - DEDUCTIONS

☐ Form 1098-E - Student loan interest	Attach Forms 1098	
☐ Form 1098-T - Tuition and related expenses		

AFFORDABLE CARE ACT

☐ Form 1095-A - Health Insurance Marketplace Statement	Attach Forms 1095	
☐ Form 1095- B - Health Coverage		
☐ Form 1095-C - Employer-Provided Health Insurance Offer and Coverage		

ADJUSTMENTS TO INCOME

Taxpayer:		
Self-employed health insurance premiums		
Educator expenses		
Other adjustments to income:		
Alimony paid - Recipient name & SSN		
Spouse:		
Self-employed health insurance premiums		
Educator expenses		
Other adjustments to income:		
Alimony paid - Recipient name & SSN		

MEDICAL AND DENTAL EXPENSES

Prescription medicines and drugs		
Doctors, dentists and nurses		
Hospitals and nursing homes		
Insurance premiums		
Long-term care premiums - taxpayer		
Long-term care premiums - spouse		
Insurance reimbursement		
Out-of-pocket lodging and transportation expenses		
Number of medical miles		
Other:		

TAXES PAID

State income taxes - 1/21 payment on 2020 state estimate		

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TAXES PAID (continued)

	2021 Amount	2020 Amount
State income taxes - paid with 2020 state extension		
State income taxes - paid with 2020 state return		
State income taxes - paid for prior years and/or to other states		
City/local income taxes - 1/21 payment on 2020 city/local estimate		
City/local income taxes - paid with 2020 city/local extension		
City/local income taxes - paid with 2020 city/local return		
State and local sales taxes (except autos and special items)		
Use taxes paid on 2021 purchases		
Use taxes paid on 2020 state return		
Sales tax on autos not included above		
Sales taxes paid on boats, aircraft, and other special items		
Real estate taxes - principal residence		
Real estate taxes - property held for investment		
Foreign income taxes		
☐ Personal property taxes (including automobile fees in some states)	Attach Tax Notice	

INTEREST PAID

Home mortgage interest and points paid:

	2021 Amount	2020 Amount
☐	Attach Forms 1098	
☐		

Home mortgage interest not on Form 1098 (include name, SSN, & address of payee):

	2021 Amount	2020 Amount

Points not reported on Form 1098:

	2021 Amount	2020 Amount
Mortgage insurance premiums on post 12/31/06 contracts		

Investment interest (interest on margin accounts):

	2021 Amount	2020 Amount
Passive interest		

CASH CONTRIBUTIONS

NOTE: No deduction is allowed for cash or check contributions unless the donor maintains a bank record, or a written communication from the donee, showing the name of the organization, contribution date(s), and contribution amount(s).

	2021 Amount	2020 Amount
Volunteer expenses (out-of-pocket)		
Number of charitable miles		

NONCASH CONTRIBUTIONS

NOTE: No deduction is allowed for contributions of clothing and household items that are not in good used condition or better, in addition, a deduction for any item with minimal monetary value may be denied.

	2021 Amount	2020 Amount

MISCELLANEOUS DEDUCTIONS

	2021 Amount	2020 Amount
Union and professional dues		
Tax return preparation fee		
Safe deposit box rental		
Investment expenses		
Estate tax, section 691(c)		

Unreimbursed employee expenses:

	2021 Amount	2020 Amount
Other:		

2021	1040	US	Direct Deposit & Estimates (Form 1040 ES)	3, 6

Please enter all pertinent 2021 information.

DIRECT DEPOSIT / ELECTRONIC PAYMENT (3)

1=direct deposit of federal tax refund into bank account	
1=electronic payment of balance due	
1=electronic payment of estimated tax	

BANK INFORMATION

Name of Bank	Percent to Deposit (xx.xx)	Routing Number	Account Number	Type of Account (Table 1)	Type of Invest. (Table 2)

2021 ESTIMATED TAX / 1040-ES (6)

Federal

	Amount Paid	Date Paid	TS	2021 Voucher Amount
Overpayment applied from 2020				
1st quarter payment				
2nd quarter payment				
3rd quarter payment				
4th quarter payment				
Additional Estimated Tax Payments				
Paid with extension				
Former spouse SSN if joint estimates				

State

	Amount Paid	Date Paid	TS	2021 Voucher Amount
Overpayment applied from 2020				
1st quarter payment				
2nd quarter payment				
3rd quarter payment				
4th quarter payment				
Additional Estimated Tax Payments				
Paid with extension				

1 Type of Account

1 = Savings
2 = Checking

2 Type of Investment

1 = Checking or savings (default)
2 = Taxpayer's IRA (next year limits)
3 = Spouse's IRA (next year limits)
4 = Health savings account (HSA)
5 = Archer MSA
6 = Coverdell savings account (ESA)
7 = Other
8 = Taxpayer's IRA (current year limits)
9 = Spouse's IRA (current year limits)

2021	1040	US	Direct Deposit & Estimates (Form 1040 ES) (cont.)	7.1

Please enter all pertinent 2021 information.

APPLICATION OF 2021 OVERPAYMENT (7.1)

If you have an overpayment of 2021 taxes, do you want the excess refunded? ☐ or applied to 2022 estimate? ☐
Other (please explain): ______

2022 ESTIMATED TAX INFORMATION

Do you expect your 2022 taxable income to be different from 2021? .... Yes ☐ No ☐
If "yes" explain any differences in income, deductions, dependents, etc.: ______

Do you expect your 2022 withholding to be different from 2021? .... Yes ☐ No ☐
If "yes" explain any differences: ______

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Please furnish any additional information or supporting details not provided elsewhere in this tax organizer.