

# BERMAN & SONS, LTD.

Tax Interview Checklist

TAX YEAR 2021

CLIENT'S NAME \_\_\_\_\_

PHONE: \_\_\_\_\_

Email Address: \_\_\_\_\_ Do you authorize us to send secure communication (tax returns/tax sensitive information) via the provided email address? Yes/No

Marital Status (as of 12/31/21) Legally married \_\_\_\_ Unmarried \_\_\_\_ Divorced \_\_\_\_ if yes, divorce final in 2021? \_\_\_\_  
If legally married and not filing a joint return, did you live with your spouse during any part of the last six months of the year? Yes or No  
If unmarried, is anyone else eligible to claim you as a dependent? Yes or No

Have any tax returns from the past 3 years been changed or audited by the IRS or State? Yes/No  
If yes, please provide detail and all notices received from IRS/state

Is there a change in the number of dependents from last year? (Graduate college, got married) Yes/No

Dependent to remove: name(s) only \_\_\_\_\_

Dependent to add: \_\_\_\_\_

(name, SS#, birthdate, relationship, # of months lived in home) (attach separate sheet if adding more than 1 dependent)

**(new dependents may require additional documentation)**

Did you receive any income for goods sold or services rendered that is not reported on a W-2 or 1099? Yes/No  
(ie: self-employment/side job/**e-commerce** income) Please include all income and expenses. See website for worksheets.

Did you receive or pay any alimony? (Not child support – pre 2019 divorces only)

Yes/No

Name of person paid to: \_\_\_\_\_, SS# \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Have you received any unemployment income? Include 1099G (download from IDES account) Yes/No

Did you receive social security retirement or disability benefits? Include tax statement(s) from SSA Yes/No

Did you have any gambling winnings/losses? Include all W2G's and loss documentation Yes/No

Did you receive any distributions from a retirement fund or IRA (including rollovers)? Yes/No  
(401K, IRAs, Pension, or Annuity) Include Form(s) 1099-R.

Did you make contributions to any IRA account for 2021? (Outside of employer plan) Yes/No

Type of IRA Traditional / Roth Amount(s) contributed \_\_\_\_\_ / \_\_\_\_\_

Did you have any debt cancelled/forgiven (credit card, etc.) or a mortgage principal reduction? Yes/No

Include all Forms 1099-C.

Do you have any bank accounts or financial holdings outside the U.S.? Yes/No

Did you sell any stocks, bonds, mutual funds or other assets? Provide all brokerage Yes/No

Annual tax forms (1099s) and/or all sale and purchase statements/documents.

Did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currencies? Yes/No

Did you purchase/sell or operate any Rental Property during the tax year? Yes/No

For purchase/sale, provide settlement statement. Include all items of income and related expenses. See website for rental property worksheet(s).

Are you a member/beneficiary of an S-Corp, Partnership, Estate, Trust, etc? Include all K-1 forms. Yes/No

Do any of your dependent children (**under age of 24 as of 12/31/21**) have nonwage income in excess of \$1,100? Include all tax/bank/brokerage statements. Yes/No

Did you or your dependents attend college in 2021? – **need student activity and bursar statements** Yes/No  
Provide **proof** of tuition/books paid, **Form 1098-T** (online), and details of any scholarships awarded to student.

Did you contribute/withdraw money from an educational IRA or 529 plan? Include Form 1098-Q. Yes/No  
Provide records to show verification of qualified expenses

Did you pay interest on any college loan(s)? Include Form 1098-E(s). Yes/No

Do you have any 2<sup>nd</sup> mortgages or home equity loans? Include Form 1098 for **each** loan. Yes/No

Did you refinance any mortgages/equity loans in 2021? Include settlement statement(s). Yes/No

Did you make any substantial retail purchases? (ie: car, boat, camper, home improvement supplies) Provide receipts. Yes/No

Did you buy or sell a personal residence? Include settlement/closing statement(s). Yes/No

Did you receive EIP/Stimulus #3? (Letter 6475 from gov't) If yes, include letter/amount \$ \_\_\_\_\_ Yes/No

Did you receive any advance child tax credit? (Letter 6419 from the government) Yes/No  
If yes, include letter/amount \$ \_\_\_\_\_

Did you pay for any Child Care expenses while you worked? Statement from provider(s) or Yes/No  
Name of provider: \_\_\_\_\_ SS# or FEIN \_\_\_\_\_  
Address: \_\_\_\_\_ Amount paid \$ \_\_\_\_\_  
# of children in daycare \_\_\_\_\_  
**Employer dependent care benefits (flex) on W2?** Yes/No

Did you pay registration fees/tuition for your dependents, grades K-12, in excess of \$250.00? **include for each** Yes/No  
Name of student(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_  
Name of school(s) \_\_\_\_\_ Amount paid for tuition/books \$ \_\_\_\_\_

Did you contribute to or withdraw money from an HSA account? **Provide forms 5498-SA and/or 1099-SA** Yes/No

Did you make any quarterly estimated payments for the 2021 tax year? Provide dates and amounts. Yes/No

Did you purchase health insurance through the marketplace? If yes, Form 1095A is **REQUIRED (online)** Yes/No  
If no, no additional information is required.

Did you receive interest on your 2020 federal tax refund? If yes, provide F 1099-INT Yes/No

**If any answers to the above are yes, we need the documentation or requested to support the income/deduction.**

Direct Deposit information: **check if same as 2020**  - if different, fill in the information below.

Bank Name: \_\_\_\_\_ Account number: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

This information is true and correct to the best of my/our knowledge. All items of income have been reported and all items of expense are supported by receipt, canceled check, or other evidence.

SIGNATURES: \_\_\_\_\_  
**PRIMARY TAXPAYER** **SPOUSE (JOINT RETURN)** **DATE** **Preparer**