WAYNE ERDMAN, CPA
ACCOUNTING SERVICES & TAX PREPARATION

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Columbus, Ohio 43220

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January, 2022

IMPORTANT: Please have all your tax documents in **by March 16 th** so we can file your returns on time.

Happy New Year!

This is our annual reminder that it is time to **gather your tax documents for tax year 2021**

Please try to have all your tax documents organized and be sure you are not missing any documents before bringing them to the office. We need to have all your information by **March 16, 2022** to file on time.

Refer to the enclosed checklist to make sure you have not missed anything. The better organized your information is presented to us, the more efficiently we can prepare your tax returns. Copies of the listed forms may be printed from our website at **www.erdmancpa.com**.

IMPORTANT FORMS TO FILL OUT AND RETURN WITH YOUR TAX DOCUMENTS

1) **CHECKLIST & CHANGE FORM:** Please fill out and return to our office with your tax documents. We require ***all clients*** to fill out a new Checklist & Change Form each year.

2) **CLIENT ENGAGEMENT LETTER:** Please read the enclosed engagement letter and sign before returning it to us with your tax documents. This is required each year for us to prepare your tax returns.

3) **DIRECT DEPOSIT FORM:** Please fill out and sign this form if you wish to have your refunds directly deposited into the account you indicate, and return to our office with your tax documents.

4) **OHIO DRIVERS LICENSE FORM:** Complete and return with your tax documents; required by State of Ohio

5) **ECONOMIC IMPACT PAYMENT(S) RECEIVED FORM**: You may have received an economic impact payment from IRS, also referred to as "STIMULUS". This information is required on the 2021 tax return, effectively to determine if you should receive any additional amount. This would have been in the form of a debit card, or direct deposit, or check, during spring or summer of 2021.

6) **ADVANCE CHILD TAX CREDIT PAYMENT WORKSHEET**
If you have qualifying children, you may have received advance child tax credit payments. You should have received Letter 6419 from IRS; please fill out the worksheet and include both the worksheet and the letter with your documents.

NEW

PLEASE BE AWARE THAT AT THIS TIME WE ARE NOT TAKING IN PERSON APPOINTMENTS.
WE WILL BE HAPPY TO CONDUCT PHONE AND/OR ZOOM MEETINGS, IF YOU FEEL IT IS NECESSARY.
You are welcome to drop off your organized tax documents at your convenience; you do not need to call us. Should we not be in, we have a drop box on the front of the door. We also welcome you to send your documents electronically, by using DROP BOX, or any other secure form of electronic document sending. Our e-mail addresses are:

WAYNE: wayne.erdman.cpa@gmail.com
TONIA: tonia.erdman.cpa@gmail.com

We thank you for your continued patronage and look forward to working with you this year.

Wayne Erdman CPA, Inc.

WAYNE ERDMAN CPA

ACCOUNTING SERVICES & TAX PREPARATION **TAX YEAR 2021**

CHECKLIST & CHANGE FORM

(Please return this with your tax documents each year)

1. **Name(s)** ____

2. **Best Phone # to contact you** ____________________________________

3. **Best e-mail adress:** ____

4. **Ohio Use Tax Reporting:** **If during 2021 you made any out of state purchase of goods or services that you used, stored or consumed in Ohio (e.g. internet, catalog) and if you paid NO sales tax in any state on that purchase, you are required to pay Use Tax. Please let us know if this is the case and we can calculate the tax to be paid.**
   IF YOU HAVE ANY TO REPORT CHECK THE BOX ☐

5. **Please list below any changes to your personal information:** **additional dependents, change of address, or any other changes such as : purchase or sale of a business, purchase, sale or refinance a home or rental properties.**

   ____

   ____

6. **Please make sure you have included the following documents as applicable:**

INCOME STATEMENTS:

______ Forms for wages (W-2)
______ Interest and dividend statements (1099-INT, 1099-DIV)
______ Social Security income statements (SSA-1099)
______ Pension and IRA income Statements (1099-R, 1099-MISC)
______ Brokerage statements for sale of stocks, bonds, funds. *You must provide purchase date, original price and sales price, if your broker has not already done so.*
______ Unemployment compensation (Form 1099-G)
______ Gambling income (Form W2-G)
______ Pass through entity forms (Schedule K-1)
______ Income/Expenses for self employed business income
______ Withdrawals from 529 College Advantage Plans (Form 1099-Q)

PROPERTY STATEMENTS (home, vacation home, rentals):

______ Statements for mortgage interest and/or lines of credit
______ Real estate taxes
______ Closing statements for sale/purchase/refinance
______ Income/Expenses for rental properties

DEDUCTIONS/CREDITS/OTHER:

______ Student loan interest statements
______ Tuition and fees statements (we MUST have the 1098-T statement from college(s))
______ List of charitable contributions; both cash and non-cash (keep the receipts for your records)
NEW please note: <u>$300 per taxpayer</u> above the line charitable deduction allowed even if you don't itemize NEW
______ Dates and amounts of estimated payments to IRS, State of Ohio, School District and City, as applicable
______ Any tax notices sent to you by the IRS or any other taxing authorities
______ HSA Contributions/Distributions
______ IRA Contributions/Distributions: Roth, Regular, Non-Deductible, Rollovers
______ Contributions to 529 College Advantage Plans
______ Medical/Insurance Deductions (WORKSHEET INCLUDED)
______ Educator Expenses (up to $250)
______ 1095 Forms A, B, C , as applicable (Health Insuance Coverage Forms) ****
______ Residential energy improvements to primary residence
NEW IRS Letter 6419, if applicable, for advance child tax payments to you NEW

**** Please note: Health insurance verification is no longer required. However, if you received Premium tax credits, or think you should have, please provide us with Form 1095 so we can see if you qualify.

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ACCOUNTING SERVICES & TAX PREPARATION

TAX YEAR 2021

MEDICAL AND INSURANCE DEDUCTIONS

In most cases, in order for medical and insurance deductions to apply, you must itemize expenses, as opposed to taking the standard deduciton. Additonally,only medical and insurance deductions above 7.5% of your adjusted gross income will be used if you itemize.
We can in some cases deduct some of these on the Ohio tax return, please give us a list of the following to see what expenses we can use:

	Annual amounts		
	Taxpayer (or total for all)	Spouse	Children
Health Insurance			
***** Medicare Premiums			
Supplemental health ins.			
Vision insurance			
Dental insurance			
****** Prescription drug insurance			
Long term care insurance			
Out of pocket expenses:			
Medical			
Dental			
Vision			
Prescriptions			
Mileage			

You can also potentially deduct medical mileage, such as trips to hospitals, doctors, treatment centers, etc. Please list approximate amounts above

Please note: if you are paying insurance through your employer or your pension benefits,
those amounts are usally deducted pre tax and thus there will be no additional deduction on your tax return

For additional information regarding what expenses are deductible, please visit:
IRS.GOV SEARCH FOR: Publication 502

***** If your premiums are paid from your social security income you do not need to list them here

WAYNE ERDMAN C.P.A., INC.

CLIENT ENGAGEMENT LETTER: FORM 1040 TAX YEAR 2021

Subject: Preparation of Your Individual Tax Returns

Dear Client,

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2021 federal, state, local income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns, and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover misappropriation of funds and/or irregularities, should any exist. The only accounting or analysis work we will do is that which is necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. We insist that all reportable transactions be properly disclosed to us. This includes disclosure of any foreign bank accounts that you have an interest in or signature authority over. If you are unclear about whether any foreign accounts you have require disclosure, please contact us. This also includes virtual currency transactions We assume you do not have any foreign accounts or virtual currency transactions unless you tell us otherwise.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for tax preparation services will be based upon the amount of time required at our standard billing rates plus out of pocket expenses. Due to ongoing COVID precautions, an appointment is required to pick up your final tax returns in our vestibule, or we will mail them to you. All invoices for our services are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign below in the space indicated and return it to our office.

Thank you for the opportunity to work with you.

____
Wayne Erdman, CPA

______________________________ Date ______ ______________________________
Taxpayer Spouse

PLEASE PRINT YOUR LAST NAME ____

WAYNE ERDMAN, CPA
ACCOUNTING SERVICES & TAX PREPARATION

DIRECT DEPOSIT INFORMATION

TAX YEAR 2021

If you wish to use electronic fund deposit we must have the following information:
(Your refund will be deposited directly to the bank account specified)

Taxpayer Name ______________________ (Please print or type your name)

Taxpayer Name ______________________ (Please print or type your name)

Name of Bank ______________________

Type of Account: Checking Savings *(please circle one)*

Type of Account: Individual Joint with spouse/other *(please circle one)*

Bank/Financial Institution Name ______________________

Account Number ______________________

Bank Routing Number ______________________

This informaton can be found on your checks, NOT on a deposit ticket.

____
Signature of taxpayer

____
Date

____
Signature of spouse

____
Date

Please sign and return this form to our office with your tax documents.

WAYNE ERDMAN CPA INC
1051 OLD HENDERSON ROAD Suite B
COLUMBUS, OH 43220

TAX YEAR 2021

THIS FORM MUST BE FILLED OUT FOR EACH TAX YEAR

Per State of Ohio requirements, we need the following information in order to be able to electronically file your tax returns:

TAXPAYER NAME: ____________________

Driver's License Number:	
Issue Date: (mm/dd/year)	
Expiration Date: (mm/dd/year)	

SPOUSE NAME: ____________________

Driver's License Number:	
Issue Date: (mm/dd/year)	
Expiration Date: (mm/dd/year)	

Please note: any children for whom we file a separate tax return, we will need their information. Please fill out a separate form.
If they are underage and do not have a drivers license this does not apply

Please fill this form out and return with your tax documents

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ACCOUNTING & TAX SERVICES

TAX YEAR 2021

ECONOMIC IMPACT PAYMENT (STIMULUS)

THE ECONOMIC IMPACT STATEMENTS ARE NOT TAXABLE

However, we must report the amount received in case you are eligible for a larger amount

****** You may have received a 3rd impact payment in spring or summer of 2021. Please review your records and see if you received a check or direct deposit, and list the amount below.

If you cannot find the actual dollar amount, please log on to www.irs.gov and create an account, and navigate from there to see the amount you received. If we do not have the correct dollar amount, this will hold up any refund you may be entitled to.

Name ______________________________

AMOUNT OF 3rd ECONOMIC PAYMENT RECEIVED $ __________

If you did not receive any amount, please check this box ☐

****** *Please note that the original two economic impact payments were accounted for on the 2020 tax return and do not need to be reported again.*

Please fill out and return this form with your tax documents

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ACCOUNTING & TAX SERVICES **TAX YEAR 2021**

ADVANCE CHILD TAX CREDIT PAYMENTS RECEIVED

July	**$** ________________
August	**$** ________________
September	**$** ________________
October	**$** ________________
November	**$** ________________
December	**$** ________________

Taxpayer Name: ______________________________________

Please fill out this form with the amounts of advanced Child Tax Credit Payments received. Attach Letter 6419, which you should have received from IRS. These amounts must be exact; if not, any refund will be delayed, and if you instead owe due to these amounts being overpaid to you there will be penalties and interest incurred if we report inaccurate amounts.

If you cannot find the actual dollar amounts or the Letter 6419, please log on to IRS.gov and create an account, and navigate from there to see the amounts you received. These amounts must be exact; if not, any refund will be delayed, and if you instead owe due to these amounts being overpaid to you there will be penalties and interest incurred if we report inaccurate amounts.

Please fill out and return this form with your tax documents.