Things to Bring to DBS Tax, Inc.

- ✓ State Photo ID or Driver's License
- ✓ Bank account information (if you'd like refunds direct deposited or payments direct debited)
- ✓ The 2021 stimulus payment must be reported on your 2021 Federal Tax Return. Track it here: IRS Get My Payment link is at https://www.irs.gov/coronavirus/get-my-payment. Amount may not be given, but the date will help you track down your payment!
- ✓ If you have children, please bring their social security card and any childcare expenses.
- ✓ Please bring any tax documents you have received. Examples of tax documents include:
    - IRA Contributions and Form 5498 (You would have received in the summer.)
    - Health Insurance Marketplace statement – Form 1095-A
    - All W2s, 1099s, and W2-Gs.
        - Interest and Dividends – 1099-INT and 1099-DIV
        - Retirement, Social Security, VA, and IRA income documents
        - Self-Employment, Subcontractor, and Rental Income documents
        - K-1s from Partnerships, Trusts, and S Corporations
        - Unemployment and Gambling income (including Gambling losses)
        - 1099-Bs Stock Sales and Mutual Fund Shares sold (Include both purchase date and amount paid)
- ✓ Self-Employment Documents (Including Gig Economy, eBusiness, and Online Selling, i.e., Uber, eBay, Airbnb, Etsy, etc.)
    - Auto – Odometer Readings and Mileage Logs or actual expenses
    - Income – 1099s or Gross Receipts (Profit and Loss Report preferred)
    - Expenses listed by category or receipts (there is a $79 per hour charge to calculate expenses by receipt)
    - Purchase, Sale, or Refinancing of Real Estate ~ Save closing papers forever!
        - Closing escrow papers for purchase and sale.
        - Summary of Home Improvements.
        - Students - 1098-T or 1098-E from University, College, or Trade School.
        - Financial Transcripts from school showing course and payment details
- ✓ Do you qualify to itemize? Only 1 in 10 can. Is it worth it?
    - Sales Tax deduction for new cars, boats, and home.
    - Real Estate Taxes
    - Vehicle Registration
    - Home Equity Loans are no longer deductible unless spent to buy, build, or improve home.
    - Work expenses are no longer deductible for W-2 wage earners.
- ✓ Please print any electronic documents you have received.

DBS
Diversified Business Services
TAXES
PAYROLL
BOOKKEEPING
HR SOLUTIONS
BUSINESS DEVELOPMENT

2021 Tax Survey

New Clients: Must provide copy of Photo ID and SS Card. Your first year with us, IRS requires we see Birth Certificates, SS Cards, and Proof of Residency on your dependents.

Name of Taxpayer					
Best Way to Contact (phone / email / text)		How often do you check your email? ❑ Hourly ❑ Daily ❑ Weekly ❑ Rarely Email Address:			
Date of Birth		Occupation		Best Day/Time to call?	
Has your address changed since last year? Y / N		Home Phone ( )		Cell Phone ( )	
Mailing Address		City		State	Zip
Physical Address		City		State	Zip
Expecting a refund this year? How much?			Do you owe IRS from a prior year? Y / N		
Name of Spouse					
Best Way to Contact (phone / email / text?)		How often do you check your email? ❑ Hourly ❑ Daily ❑ Weekly ❑ Rarely Email Address:			
Date of Birth		Occupation		Best Day/Time to call?	
Has your address changed since last year? Y / N		Home Phone ( )		Cell Phone ( )	
Mailing Address		City		State	Zip
Physical Address		City		State	Zip

Yes	No	N/A	Residency & Marital Status in 2020	
			U.S. Citizen or U.S. Resident for how many months?	Type of VISA:
			On December 31, 2021 were you legally married to ANYONE (in ANY State, Country, or Province) ?	
			In your immediate family, did you experience any: ☐ Births ☐ Deaths ☐ Attempted Adoptions	
			If married BUT separated, what's the last day your spouse slept in your house?	
			Were you divorced or separated this year?	Date spouse moved out:
			Date of Divorce:	
			Any potential dependents in 2020? If YES, please fill out the dependent worksheets below.	
			Did you pay an ACA penalty in 2017 for having no health insurance? If yes … Do you want to file a protective claim?	
			Elect prior-year income to increase EITC or Additional Child Tax Credit? This would be a good thing!	

A big mistake that can be made on your tax return is directing IRS to take your payment or deposit your refund to the wrong account! Please provide your voided check before we begin your tax return or legibly fill out account and initial here _____

Routing No.		Account No.	

Address of Real Estate Owned or Co-Owned			☐ Home, Condo, or Townhouse ☐ 2nd home ☐ Vacation Home ☐ Land ☐ Rental Property 1. 4. 2. 5. 3. 6.
Y	N	N/A	
			Did you (or family members) use the rental home personally? Personal Use Days Days Rented
			Were you a party to any QUIT CLAIM deeds? Describe:
			Did you sell or refinance any real estate this year?
Yes	**No**	**N/A**	**Digging for Deductions!**
			Are you willing to file a 2021 extension until July 15th? (Filing early will remain an option.)
			☐ Time Share ☐ RV or boat with bedroom, bath, and kitchen facilities
			Any ☐ Bankruptcy ☐ Foreclosure /Repossession ☐ Short Sale ☐ Loan Mod ☐ Credit Card Debt Forgiven
			Have you received any notice from IRS or any State Revenue Department last year? Do not ignore any IRS letters. Don't call and read it to me. I need to see the letter. All of it.
			Excluding relatives, does anyone owe you any money that you cannot collect?
			Did you pay for anything you did NOT receive, or do you have any investments that have become worthless?
			Add it all up. Did you give anyone more than $15,000 over the course of 2021 (birthdays, holidays, family heirlooms)?
			Do you have ANY Foreign Financial Interests ~ Penalties are stiff. $10,000 or 50% of the highest balance! ☐ Payable on Death Accounts ☐ Power of Attorney ☐ Pension ☐ Overseas Online Gaming ☐ Financial Assets ☐ Real Estate ☐ Inheritance ☐ Dividends ☐ Investments
			Do you have an estate plan, will, or living trust? Did you know that 30% of all inheritance is squandered in 3 years? Think about it. Who will take care of your children? How will your business survive?
			2021 Quarterly Estimated Tax Payments Paid April 15, 2021 @ $ June 15, 2021 @ $ Sept 15, 2021 @ $ January 17, 2022 @ $
			Crypto / Virtual Currency? Bitcoin, Ethereum, Litecoin, Zcash, Dash, Ripple, Monero, EOS, Cardano
			Has your spouse died in the last 2 years? Simplified Late Portability needs to be discussed with your attorney.
			Do you have a Health Savings Account (HSA)? How much of HSA was spent on medical care?
			Did you pay anyone > $2200 to work in your home / Babysitter / Caregiver / Housekeeper Payroll reports are required!
Important Info			IRS does NOT call you. IRS does NOT email you. ***HANG UP THE PHONE. SPAM & DELETE THE EMAIL.*** You are protected by DUE PROCESS of the law. No one can jail you without taking you to court first. IRS doesn't call you unexpectedly. They don't take gift cards or iTune cards. And NOBODY should ask for access to your computer.
Important Info			***NO CLICK POLICY*** Do not click on any link in any email from ANYONE unless you are expecting it. Go to the source using contact information you already have on file and CONFIRM it independently before you click!
Yes	**No**	**N/A**	**Education Benefits & Credits**
			Do you or your children attend college / university / trade school? ***IF NO ~ SKIP THIS SECTION***
			Did student receive Form 1098-T for 2020 or 2021? Name of school/college/university:
			Half-time student? (Box 8 of Form 1098-T)
			REQUIRED! School financial transcripts with course and payment detail; aka Statement of Account in TN.
			Was student taking courses to acquire a new job or to improve current job skills?
			Please describe degree, certificate, or credential that student was enrolled in:
			Does student have any drug convictions in 2021?
			Has student ever been denied Education Credits?
			Grade Level in 2020: Freshman / Sophomore / Junior / Senior / Graduate Student
			New Clients Only – Bring in 4 years of tax returns to track prior Education Credits
			Education Expenses Tuition $ Books $ Other $
			Supplies $ Equipment $ Room & Board $

Yes	No	N/A	Income & Earnings		
			State Refund $	Which State?	Months resided in TN in 2021?
			1099-NEC (Non-Employee Compensation) and Self-Employment Income. No more 1099-MISC in 2021!		
			1099-K Income from ANY credit card payments (IRS knows)		
			Sharing Economy ~~~ Renting your home, your car, your spare room ~~~ Uber, Lyft, Airbnb, Door Dash		
			Internet Sales ~~~ eBay, Etsy, Amazon, Liquidation.com, etc.		
			Receive any unexpected IRS refunds? IRS may want it back. More likely it's a mistake than a windfall.		
			Receive disability severance pay from the military?		
			Receive any COVID distributions?	Hardship Defined	
			Take any money out of IRA, Pension Plan, 401-K, 403-B, 457?	$	Prior nontaxable IRA contributions
			Take any loans on your 401K, 403b, or 457 retirement accounts?	$	Balance Due at Termination
			Is anyone making loan payments to you (payment plan or installment plan)?		
			Personal assets sold at a profit ~~~ cars, boats, coins, collectibles		
			Sell or dispose any BUSINESS assets, equipment or property (in the last 5 years)?		
			Lawsuit income?	Settlement Agreement required to determine taxability.	
			Gambling income?	How will you prove gambling losses?	
			Income from ☐ Partnership ☐ S Corporation ☐ Trust		
			Significant changes expected 2021? ☐ Retirement ☐ Capital Gains ☐ New Job		
			Other income ☐ Tips not included in W-2 ☐ Earnings in Foreign Country ☐ Awards / Stipends ☐Barter & Trade		
			Other income $ ☐ Gifts ☐ Bribes ☐ Illegal Activities Yes! You must pay taxes on that!		

Yes	No	N/A	And Etcetera Itemizing? Only 1 in 10 can. Is it worth your time and effort?		
			Contributions to IRAs, SEPs, Keoghs?		
			Charity receipts are always required PLUS statement of any goods or services received.		
Energy Credit			Qualified home improvement purchases?	Amount	Mfr Certificate or 8275
Educators			Classroom Expenses + Covid & PPE Supplies $	Personal Development Expenses $	
Educators			Will your school reimburse classroom expenses?	900 hours & Documentation is required (Not automatic).	
Medical Expenses			Insurance paid with after tax dollars $ Doctor $ Dentist $ Eyewear $ RX $		
			If self-employed, do you use any area of your home regularly (and) exclusively for business purposes?		
			If self-employed, track days you were unable to work because of Covid. Yes! IRS will pay you Sick Leave!		
			If self-employed, do you want to defer 50% of your FICA taxes until Dec 31, 2022?		
			If self-employed, do you use your car for business? Need mileage log & odometer verification / Smog / Car Repair Bills.		
			Did you receive EIDL (Economic Injury Disaster Loans) or PPP (Paycheck Protection Program)? How much?		
			Telecommuting outside of TN?	Other Business Travel (near family or friends Y / N)	

New Clients Provide Tax Returns ■ 2020 ❑ 2019 ❑ 2018 ❑ 2017 ❑ 2016

❑ Prior Refund / Bal Due ❑ Capital Loss C/O ❑ NOL C/O ❑ Passive Loss C/O ❑ Charity C/O ❑ IRA Basis ❑ Ed Credits

NOTE: Taxpayers are responsible for the accuracy of their tax return even if someone else prepares it for them. Because something gets past your preparer does not mean that you are off the hook. When you sign your tax return, you're signing "Under penalties of perjury, I declare I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief *THEY ARE TRUE, CORRECT, AND ACCURATELY LIST all AMOUNTS and SOURCES OF INCOME.*" Taxpayer(s) understand that DBS Tax, Inc prepares income taxes only. DBS Tax, Inc does not calculate interest or penalties assessed by IRS.

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Cellular bills are often challenged by IRS Revenue Agents who vary in what deduction they will allow. Some Revenue Agents require the taxpayer prove that the "primary purpose" of the cell phone is for business purposes. IRS may not allow the cell phone expenses unless the business portion exceeds the amount that would have been paid were it not used for business. Taxpayers are often required to prove that they wouldn't even need a cell phone were it not for business.

Employee vs. Independent Contractor. Where Employees are improperly classified by IRS or the State of Tennessee as Independent Contractors, taxpayer understands that penalties can be severe and hereby accepts responsibility for any misclassification. Generally, Independent Contractors dictate their own hours, have their own tools, software, and licensing. They have their own clients, phone book listings, and business cards that don't name or reference you.

If business use of the home is deducted, taxpayer hereby confirms that the business area is used ***EXCLUSIVELY*** for business on a regular basis. The IRS has been known to come to homes unexpectantly to look at home office.

Your returns may be selected for audit, review, or additional inspection. While we stand behind our work and will take care of any mistakes made by DBS Tax, Inc, we prepare your tax return based on information you have provided. Errors in the information provided to us will result in additional charges to correct. DBS Tax, Inc. has also not billed for potential problems that may or may not arise from taxing authorities. Some IRS notices take hours to respond to. Some IRS notices take days or even weeks to respond to. Fees and expenses for defending future IRS claims have not been anticipated at this time and shall be invoiced by Separate Agreement if necessary.

IRS is doing their best to provide you with online access to your records. You can now communicate directly with IRS by signing up for their new Get Your Tax Record at https://www.irs.gov/individuals/get-transcript You'll be able to access wage and income documentation, prior-year returns, and balance dues. You'll need a cell phone and the knowledge to pass their vigorous multi-factor authentication.

Deposits and fees paid are considered earned upon receipt or upon leaving tax documents with DBS Tax, Inc. whichever comes first. Returns will not be filed until invoice is paid in full. Taxpayer hereby agrees to mediation to settle any disputes that may arise therefrom. Loser will pay the costs thereof.

Nonrefundable Deposits may be requested on tax returns as DBS Tax, Inc. determines. Price depends upon complexity, timeliness, and proper documentation, which may or may not be known until the tax return has been completed. Time availability during tax season is of utmost importance! If taxpayer fails to submit requested documentation (or payment) within 7 days of request, DBS Tax, Inc. is hereby granted option to cancel/nullify engagement whereby taxpayer will forfeit any unused deposit for failure thereof.

By signing this Agreement, I hereby declare understanding and acceptance of this Agreement:

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Recordkeeping Guidelines & Engagement Letter

I have reported all income from, including cash and barter transactions to DBS Tax, Inc. to prepare my 2021 personal income tax returns. Sales Tax, Occupational Tax, Room Tax, Employer Tax Returns, or other tax returns will require separate Fees and Engagement.

All of the W-2's, 1099's, K-1s, social security cards, etc. will be returned to me by the preparer. Everything I tell my tax preparer is confidential unless it's the IRS asking. I have not relied on any investment advice or referrals received from DBS Tax, Inc. without verification.

Receipts are required and recordkeeping is mandatory according to IRS regulations. Checks and bank statements are insufficient as receipts. Checks are proof of payment only when accompanied by a receipt. I understand that the IRS may require ***supporting documents such as bank deposit slips, receipt books, billing invoices, credit card slips, canceled (imaged or substitute) checks, proof of payments, and account statements***. I understand that records must be maintained contemporaneously that reflect time, place, and business purpose. To be deductible, an expense must be ordinary and necessary. Ordinary means that it is common and accepted in the business or other activity. Necessary means that it is appropriate for the business. The burden of proof, therefore, shall lie with the taxpayer. If any records are determined to be incorrect or any errors are found within the client's records, the client will be responsible for any IRS judgements.

I understand that disallowance of deductions or credits caused by inadequate or unsupported documentation ***SHALL NOT*** be the responsibility of DBS Tax, Inc.

If charity donations are deducted, taxpayer will maintain banking records along with receipts. To document deductions of personal items donated to bona-fide charities, taxpayer will maintain copies of:
1) Receipt from the charity, 2) Inventory of items donated, and 3) Photographs of items donated.
A bona-fide charity is one that maintains its 501 (c) (3) status and can be confirmed on IRS.gov.

I understand that I shall rely only on DBS Tax, Inc.'s written advice since unwritten advice may be tentative, incomplete, or not fully reviewed. Additional preparation fees are required for written advice.

I understand that if a question arises regarding the interpretation of tax law, my tax preparer will use professional judgment and experience in resolving the issues. I hereby agree to hold DBS Tax, Inc. harmless for interpreting conflicting tax issues in my favor.

After reviewing my tax return, DBS Tax Inc. has explained to me its merits, implications, comparisons, and how it was prepared. By signing the tax return, I am signing, under penalties of perjury, that it is true, correct, and complete. Ultimately, it is the taxpayer's responsibility to ensure the accuracy of the signed tax return.

The information furnished to DBS Tax, Inc. was relied upon without independent verification or audit. DBS Tax, Inc. ***SHALL NOT*** be held responsible for disallowed deductions and credits; or the inclusion of additional unreported income; including any taxes, penalties, or interest that may be assessed by IRS.

If gambling losses are deducted, taxpayer can prove such losses with casino win/loss statements, a gambling diary, or the Daily Players Card Record from the casinos. Current regulations allow that wins/losses may be netted each day which may reduce AGI and taxes.

If mileage is deducted, taxpayer has mileage log detailing business purpose, dates, and miles driven. IRS also requires odometer verification by a third-party vendor (smog check, professional car repairs).

No Dependents? Skip This Section.

Who Do You Take Care of Financially? Or Claim on Your 2020 Tax Return?

Family Members **Qualifying Children** **Qualifying Relatives** *First and Last Name*	*Social Security No. #*	*Date of Birth*	Relationship	Are they married to anyone?	(1)US citizen, (2)resident alien, or (3)other	*# of months lived with you in 2021*	*# of months a full-time college student*	*Income*
1)								
2)								
3)								
4)								

For noncustodial parents (less than 183 nights in your home), Form 8332 is required to claim the Child Tax Credit--Education Credits--Tuition Deduction
Custodial parent retains Head of Household filing status, EITC, Credit for Dependent Care Expenses, Exclusion from income of Employer Paid Dependent Care Benefits

Optional S/E tax may increase EITC, ACTC, CTC, or DCB ~~~ QC pay > half their support?

Yes	No	N/A	**Please tell us about your dependents here.**		
			Can you provide documentation to substantiate eligibility for credits claimed on the return? (Birth, Residency, SS Card)		
			Do any of your previous dependents no longer qualify in 2021?		
			Are you CLAIMING a child who resided with their other parent for more than half the year (183 + nights)? **Who is the custodial parent?**		
			Are you ALLOWING your child's other parent to claim child who lived with you for more than half the year?		
			Do you have a qualifying child or relative who might be claimed by someone else this year? Who?		
			Other adults live in your home?	**Relationship**	**Dates**
			Did you pay more than half the cost of maintaining your home for a Qualifying Child or Relative?		
			Did you provide more than half the support for a child or relative (whose taxable earnings are less than $4,200)?		
			Do any of your qualifying children have investment income greater than $1,100?		
			Do any of your qualifying children or qualifying relatives have wage income more than $12,400 for the year?		
			Do any of your children work in your business?		
			Has the IRS ever denied or notified you that you are prohibited from claiming the Earned Income Credit? **Child Tax Credit? American Opportunity Credit?**		
			Do you pay daycare expenses for your children?	**How much did employer reimburse you? $**	

Have Dependents?
If no, please skip!

Please Complete to Claim Dependents

Head of Household Filing Status
Earned Income Tax Credit, Education Credits, and Child Tax Credits

1) Are you related by blood? No Or marriage? No

2) What school do children attend? _____
Does the school list your address as the child's address? No *; Explain if Not*_____
Do you have the child's/children's' birth certificate(s)? No *; Explain if Not*_____
Do you have the social security card? No *; Required to Proceed*
Do you have school or daycare expenses? No
Are you young enough to be someone else's qualifying child? No
Generally, the qualifying child must be younger than the taxpayer unless disabled.

3) Are you married and living with your wife/husband? No
(If you are MFS, you *cannot* file S or HH)

4) Questions on Marital Status: *Please Circle*
Are you ***married*** or ***unmarried*** for tax purposes? Please describe _____
Were you ever married to the mother / father of the Qualifying Child? No
Did the mother / father live with you last year? No
When did the other parent move in? _____ / _____ / _____ Move out? _____ / _____ / _____
If divorced, what year was the divorce/legal separation final? _____
What year did you physically separate households? _____
Who is the noncustodial parent? _____
Was a Form 8332 issued to the noncustodial spouse? No

5) When Qualifying Children are different from last year:
Recent divorce proceedings? Yes
Where did the child(ren) live last year? _____.

6) Have you reported ALL your income? Yes

7) If self-employed, how did you compute your business expenses?
Actual Receipts /Excel / QuickBooks / CC statements / Other
Did you issue 1099s to providers of business services that you paid more than $600? No

8) Do you have enough taxable income to support your dependent? Or … how do you support your children?Use of Credit Cards for living expenses? No
Government Payments? (VA, *Adoption, Food Stamps, WIC, HUD, Section 8);* *Amount $*
Gifts or inheritance from family and friends? *Amount $*
Child Support / Alimony? $ _____. *Amount $*
Other income not reported on your tax return. *Amount $*

9) Head of Household filing status ***ONLY IF*** you receive support from others. Can you prove that you pay more than half the cost of keeping up a home of the children?
Monthly Mortgage {PITI} or Rent $_____ Electric $_____ Gas $_____
Water $_____ Sewer $_____ Trash $_____ HOA $_____
Home Repairs/Maintenance $_____ Food consumed at home $_____ Clothing_____ Health Insurance Premiums $_____ Car Payment $_____
Car Operating Costs $_____ Other $_____

10) Claiming totally and completely disabled must be determined by doctor.
What is their income? $_____ How long is disability expected to last? _____