

Things to Keep in Mind

Please read each bulletin and remember that not all bulletins apply to all clients.

Tax Documents

- Please do not send in your tax documents until you have received all documents needed. Your tax return will not be worked on until all documents have been received. For those taxpayers who have investment accounts, please keep in mind that those statements are typically mailed at the end of February.

Banking Information

- Make sure to update the office if your bank information has changed; a copy of a voided check is required. Our staff cannot take bank account information over the phone.

Driver's License or State ID

- If you have renewed or changed the information on your Driver's License or State ID, send in a copy of the front and back of the updated ID for all taxpayers.

Economic Impact Payments (EIP) – Stimulus

- The EIP is not taxable but is required to be included as informational on your tax return. The IRS began sending out the EIP #3 payments in March of 2021. The IRS also mailed out FORM 1444C, which states the amount you should have received for the EIP3. Please send in form 1444C. If the form was not received, let us know how much you received for stimulus #3. The full amount of this stimulus is \$1400 per person but may be less depending on income eligibility. Our office does not have stimulus information, for more information and details, please visit. [IRS.gov/get-my-payment](https://www.irs.gov/get-my-payment).

Advanced Child Tax Payments - ACTC

- During the period of July thru December of 2021, the IRS sent checks or direct deposits of the advanced child tax credit. Please include with your tax documents the letter mailed to you by the IRS stating the amount of ACTC. Another way to get the amounts of these payments is to visit [IRS.GOV/credits-deductions-tax-credit-update-portal](https://www.irs.gov/credits-deductions-tax-credit-update-portal)
It is imperative that you give us the correct amount of the payments received as this amount will directly affect your refund or tax due. If the amount provided is incorrect and results in additional tax due, our office is not responsible for any additional tax, interest, or penalties.

Documentation

- For those taxpayers who typically qualify for the child tax credit and/or Head of household, the IRS require that you provide us (the tax preparer) a copy of your dependent's birth certificate and Social Security card.
- For those taxpayers who typically qualify for any education credits, they must provide form 1098-T. Most colleges do not mail out these forms, your student dependent must log in to their student account and print out tax document 1098-T.

Virtual Currency

- Our office needs to know, if at any time during 2021, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency. There are hundreds of virtual currencies. Just to mention a few of the most popular ones, Bitcoin, Litecoin, Ethereum, etc.

Non-compliance with the above bulletins may delay the filing of your tax return.