

# Pamela Price EA Inc.

*Pamela Price EA & Associates*

*Enrolled to practice before the Internal Revenue Service*

## **2020 BASIC TAX WORKSHEET**

(If you are **married** filing a **joint return** – please only fill out ONE Basic worksheet for the both of you)

### GENERAL INFORMATION

#### **PRIMARY EMAIL ADDRESS:** \_\_\_\_\_

ONLY ONE E-MAIL ADDRESS MAY BE USED. This will be linked with your client portal (*pamelapriceea.securefilepro.com*).

#### **PRIMARY PHONE NUMBER:** \_\_\_\_\_

### ID/DRIVER'S LICENSE INFORMATION

This is required in order to file your return. We must have all the following:

	TAXPAYER	SPOUSE
<b>TYPE (CIRCLE ONE):</b>	<b>ID / DRIVER'S LICENSE</b>	<b>ID / DRIVER'S LICENSE</b>
<b>NUMBER:</b>		
<b>STATE:</b>		
<b>ISSUE DATE:</b>		
<b>EXPIRATION DATE:</b>		

- \_\_\_ **I have a new address.** Even if you told us before, please write it here:
- \_\_\_ **My marital status has changed.** If you're married filing a joint return, fill out ONE "Basic" worksheet together.
- \_\_\_ **I have a new dependent.** Must have SS# & DOB to be claimed, and name must match Social Security card.
- \_\_\_ **I made quarterly Estimated Tax Payments.** See *page 3* of this worksheet.

Please upload all income documents, completed worksheets, and other pertinent information to your secure client portal. **Scan your info into as few PDF documents as possible (preferably, one).** **Be sure to upload your info only once you have all your tax documents & worksheets ready to go so that we receive all your information at *one* time (meaning no information is missing).**

**No photos/jpegs please.**

If you don't have a scanner, there are many easy-to-use scanning apps that allow you to scan multiple documents into a single PDF document. Read more about how to do this on our website. We also accept documents by mail - but **please be sure to send us copies – not your originals.**

### ECONOMIC IMPACT PAYMENTS

- \_\_\_ **1<sup>ST</sup> EIP PAYMENT:** How much, if any, did you receive of the first economic stimulus payment (generally received in Summer 2020)? \_\_\_\_\_
- \_\_\_ **2<sup>ND</sup> EIP PAYMENT:** How much, if any, did you receive of the second economic stimulus payment (generally late Dec 2020-Mid Feb 2021)? \_\_\_\_\_
- \_\_\_ **PPP LOAN** If you received a Paycheck Protection Program Loan, enter it here: \_\_\_\_\_

### ITEMS OF INCOME

(Check the items that apply to you)

- \_\_\_ **WAGE INCOME (Form W-2)** We need copies of all your W-2s
- \_\_\_ **INTEREST INCOME (Form 1099-INT)** We need copies of all Form 1099-INT you received.
- \_\_\_ **DIVIDEND INCOME (Form 1099-DIV)** We need copies of all Form 1099-DIV you received.

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## 2020 ITEMS OF INCOME - page 2

\_\_\_ **STATE REFUND FROM 2019 RETURN (Form 1099-G)**

If you wish, enter the amount here: \_\_\_\_\_

\_\_\_ **BUSINESS OR FEE INCOME (Form 1099-MISC or 1099-K)**

This is income you received from performing a service, from which **no taxes were withheld**. We need copies of any Form 1099s you received. **There are separate worksheets for expenses you may have related to this income on our website.** Please fill out one worksheet per service/business activity per person.

You may enter the total of **this** income here: \_\_\_\_\_

\_\_\_ **CAPITAL GAINS** You would have this if you sold securities, real estate, or equipment. We need copies of documents concerning both the **purchase and sale** of these properties (this includes brokerage statements, **"1099 Reporting Statement"**, and **Form 1099-S**).

\_\_\_ **AMOUNT OF ALIMONY RECEIVED** \_\_\_\_\_

\_\_\_ **DISTRIBUTIONS FROM DEFERRED INCOME (Form 1099-R)** This includes IRAs, pension plans, and any distributions which were rolled over. We need copies of all Form 1099-Rs you received.

If you wish, you may enter the total here: \_\_\_\_\_

\_\_\_ **INCOME FROM RENTAL PROPERTIES.** Fill out the **"Rental" Worksheet** on our website.

\_\_\_ **OTHER TYPES OF RENTS OR ROYALTIES (Form 1099-MISC)** We need copies of all 1099s you received. If you wish, you may enter the total received here: \_\_\_\_\_

\_\_\_ **INCOME FROM K-1s: PARTNERSHIPS, S-CORPS, TRUSTS/ESTATES (Form K-1)**

If you have income from any of these, we will need copies of all your Form K-1s.

\_\_\_ **UNEMPLOYMENT INSURANCE (Form 1099G)** Unemployment income from California or any other states from which you received unemployment during the year. It is 100% taxable. We need copies of all Form 1099Gs you received. If you wish, you may enter the total received here: \_\_\_\_\_

\_\_\_ **SOCIAL SECURITY BENEFITS (Form 1099-SSA)** We need copies of your Form 1099-SSA. It may be partially taxable. If you wish, you may enter the total here: \_\_\_\_\_

\_\_\_ **OTHER INCOME** (Gambling winnings, the Lottery (don't you wish), prizes, tips, or anything else you think **might** be taxable) List below:

<u>Type of Income</u>	<u>Amount</u>	<u>Type of Income</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____

### ADJUSTMENTS TO INCOME

\_\_\_ **IRA, KEOGH, & SEP CONTRIBUTIONS** These contributions can still be made for 2020 in most cases. IRA contributions may not be deductible. We can discuss it.

If you have already contributed, enter amounts here:

Self \_\_\_\_\_

Spouse \_\_\_\_\_

\_\_\_ **PENALTY ON EARLY WITHDRAWAL OF SAVINGS:** \_\_\_\_\_

\_\_\_ **ALIMONY PAID** (we'll need X's social security number): \_\_\_\_\_

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## 2020 ITEMIZED DEDUCTIONS - Schedule "A"

### MEDICAL & DENTAL EXPENSES: (Do not include reimbursed amounts.)

Medicine	_____	Hearing aids, batteries	_____
Insurance premiums	_____	Lab fees, x-rays	_____
Doctors, dentists, etc.	_____	Miles for medical	_____
Hospital & clinics	_____	Parking for medical	_____
Glasses	_____	Other:	_____

### TAXES YOU PAID:

- **State & local income taxes** (We'll pick up these amounts from your W-2s.)
- **Property taxes paid on your home** (Use the checks you wrote in 2020 to determine this, **not** the bill.)

**Amount:** \_\_\_\_\_

- **Property taxes paid on second home** (Ditto above) **Amount:** \_\_\_\_\_

- **Total amount paid to DMV on auto(s):** 1st car \_\_\_\_\_ 2nd car \_\_\_\_\_

### ESTIMATED TAX PAYMENTS (aka Quarterly Tax Payments)

Note: The majority of our correction notices are due to errors in this area. Those who make Estimated Tax Payments should pull checks to verify dates and amounts paid to Federal and State.

Quarter	Date Paid	Federal Amount	State Amount
1 <sup>st</sup> 7/15/2020	_____	_____	_____
2 <sup>nd</sup> 7/15/2020	_____	_____	_____
3 <sup>rd</sup> 9/15/2020	_____	_____	_____
4 <sup>th</sup> 1/15/2021	_____	_____	_____

### INTEREST YOU PAID (Form 1098):

- **Home mortgage:** You will receive slip(s) from your lender(s). We need copies of those as well as all Form 1098s you receive.

**Paid to financial institutions:** **Amount of first:** \_\_\_\_\_

**Amount of second:** \_\_\_\_\_

**Interest on a second home:** \_\_\_\_\_

**Paid on home equity loans:** May or may not be deductible. **Amount:** \_\_\_\_\_

**Paid to individuals:** **Amount:** \_\_\_\_\_

- **Investment Interest:**

Margin interest \_\_\_\_\_ Interest on land \_\_\_\_\_

Int. on 3rd home \_\_\_\_\_ Other: \_\_\_\_\_

**Interest on credit cards, personal loans, or late tax payments, is still not deductible.**

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## 2020 ITEMIZED DEDUCTIONS - page 2

### CHARITABLE CONTRIBUTIONS YOU MADE:

- **Total of your cash** (includes checks/credit card) **contributions:** \_\_\_\_\_  
 (Any time you write a check of \$250 or more you must have an acknowledgment of your contribution from the organization.)
- **Contributions other than cash:** \_\_\_\_\_  
 (Non-cash contributions are usually goods donated to organizations such as Goodwill. You value them by what you would sell them for used/at a thrift store, not what you paid for them)
- **Out-of-pocket expense for charitable work:** \_\_\_\_\_
- **Number of miles you traveled for charitable work:** \_\_\_\_\_

### CASUALTY & THEFT LOSSES

- CA only, unless a Federally Declared Disaster.

### MOVING EXPENSE

- Must put you 50 miles closer to your new job into or within CA only

### MISCELLANEOUS DEDUCTIONS:

*Before you fill this out, check if there is another worksheet applicable to you for these expenses.*

**Do not enter amounts here and on another worksheet.**

Gambling losses _____	Union dues _____	Tax preparation _____	Investment expns _____
Safe deposit box _____	Job seeking exp. _____	Continuing Ed _____	Tools _____
Job supplies _____	License renewal _____	Publications _____	Uniform/cleaning _____

- If you have entries above, AND you used your car for education or business, put a check here: \_\_\_\_\_

### CHILD CARE:

Besides the individual amounts paid, we need the following:

<u>Provider's Name</u>	<u>Social Security or I.D. Number</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### VIRTUAL CURRENCY:

- At any time in 2020, did you receive, sell, send exchange, or acquire any financial interest in virtual currency? **Check one** (required beginning 2020): \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

### HEALTH INSURANCE & Form 1095-A:

\_\_\_ Did you and your family have health coverage for the **ENTIRE** year through your employer? If so, stop here.

\_\_\_ **Did you buy coverage through the Marketplace?** If so, we need Federal **Form 1095-A** and for CA residents, **Form FTB 3895**.

**Beginning with 2020**, California now issues a form for those who received coverage through Covered California. You can download both Form 1095-A and Form FTB 3895 from the marketplace website as most often, these forms are NOT mailed. Login to your account on *coveredca.com* to download your forms.

\_\_\_ If you **did not have health insurance**, did you receive an **Exemption Certificate**? If so, we need a copy.

\_\_\_ If you **did not have coverage and did not apply** for an exemption, let us know as we may have more questions.