**Ross and Ross**
**Accounting and Tax Service, P.A.**

**1629 Race Track Road, Suite 101**
**Saint Johns, FL 32259-6299**
**904-287-3737 (ext. 1) / fax 287-8757**

**www.rossandross.com**
**Email: tax@rossandross.com**

**4605 US Highway 17, Suite 2**
**Fleming Island, FL 32003-4829**
**904-269-3737 (ext. 2) / fax 269-8757**

Enclosed is a worksheet to use as a guide in gathering your tax return information. Please update phone numbers and email addresses as well as any information that has changed. If you have any specific questions or concerns please include them with your tax information.

- **Due to the COVID-19 virus issues we are taking extra precautions for you and ourselves. Face-to-face appointments are not necessary for us to complete your taxes on time and accurately. We strongly request you drop, mail, email, or fax your tax information to us as early as possible.**

- The most efficient way to get your taxes finished on time is to drop in your paperwork. You can email, fax, or mail your information. Copies and scans are fine. We do not need originals of anything. If we have questions, you will receive a call or email while we are working on your taxes. We do not need every document to get started. We have a pending/hold system for missing items.

- If you already have a scheduled appointment and you wish to drop off your work, please tell us when you drop in and we will work on your taxes at your scheduled appointment time.

- Office hours during tax season are Monday through Friday from 9am to 6pm. The office will be open on Saturdays beginning January 30th, from 10am to 2pm for drop off and pick up **only**. We do not offer Saturday or evening appointments.

- After-hours you can drop your information through our door slot **(Fruit Cove location ONLY)**. Please put it in an envelope with your name, address, phone number, and email address in it.

- We accept cash, check, and all major credit cards for payment. Payment is due **BEFORE** we can transmit your tax return to the IRS - NO exceptions! We also offer the ability to have our fees deducted from your refund **for an additional fee of aproximately $50.**

- If you have a special need to have your tax return completed early, such as for financial aid applications or mortgage loans, please be sure to let us know in advance so we can better accommodate you.

**We must have your tax information before March 20, 2021.** After that an extension may need to be filed. We will not be able to accurately estimate your tax after April 3, 2021 if you wish to make an extension payment. Interest accrues on any tax not paid by April 15th even if an extension is filed.

**IF YOU NEED AN EXTENSION, YOU MUST CALL OR EMAIL TO REQUEST ONE! We cannot do this without direct contact from you.** If necessary, we will do this automatically **ONLY** if your current tax paperwork is already in our office.

If you have questions about any of this, please call or email.

We are looking forward to working with you this year.

Sincerely,
The Staff at Ross and Ross

# Ross and Ross
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Please use this worksheet to gather your personal tax return information.
If you were with us last year, we have the basic personal data below. Update anything that has changed.
Include any notes or documents separately for our review.

Last Name: ________________________________________ Phone: (H) _________________ (W) ________________

First Name: (self) _____________________________________ SS#:_______________________ DOB______________

First Name: (spouse) __________________________________ SS#:_______________________ DOB______________

Cell numbers: (self) ________________________________ (spouse) _________________________________________

Address: ___________________________________________________________________________________

City, State, Zip: _____________________________________________________________________________

**We will be communicating with you through email. Check here if you do not have an email address or would prefer for us to contact you via phone instead _________**

Would you like the cost of your tax return deducted from your refund? **(additional fee approx. $50)** Yes No

Email address (primary contact for taxes):______________________________________________________________

Email address (other contact person):__________________________________________________________________

For Direct Deposit of your refund to the same account we used last year, confirm bank name and last 4#'s of the account. Provide a voided check for any new account you wish to use (not a deposit slip). _________________________________

Do you want to allocate money ($3) to the Presidential Election Campaign Fund? Self: Yes No Spouse: Yes No

**How much was the advanced stimulus payment you received? $____________________________**

Status (circle one): Married Single Newly divorced Married filing separate Legally blind Disabled Alien

DEPENDENTS

| Name | Date of Birth | Social Security # | Relationship |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**Do your dependent children or other dependents have any income from any source? Yes / No**
**If yes, have they filed their taxes? Yes / No Are we preparing their taxes? Yes / No**

**Child care expenses (bring the statement from the child care provider with tax ID numbers):**

Child's name for which the expenses were paid __________________________ __________________________

Total paid to child care facility/individual $__________________________ $__________________________

Name, address, and tax ID # of that facility or individual:

***Bring all documents***

**Income From:**

| | | |
|---|---|---|
| [ ] W-2 | [ ] Partnership or S Corp (K1) | [ ] Social Security |
| [ ] Interest | [ ] Rental or Farm | [ ] Sales of Property/Land/Home |
| [ ] Dividends/Cap Gains | [ ] Estates or Trusts | [ ] State tax refund |
| [ ] 1099-R Pension Distribution | [ ] 1099-Misc | [ ] Business |
| [ ] IRA distribution/rollover | [ ] Unemployment | [ ] Gambling / Prizes / Tips / Other |
| [ ] Roth IRA Conversion | [ ] 1099C or 1099A (cancelled debt) | [ ] Receive Alimony $____________ |
| [ ] Annuity rollover or transfer | [ ] Sale of stocks, etc. | Year you were divorced ___________ |

**Did You:** ***Bring all documents***

| | | |
|---|---|---|
| [ ] Adopt a child last year | [ ] Exercise any Stock Options | [ ] Set up a trust |
| [ ] Pay Alimony $__________ | | [ ] Purchase a home |
| Year you were divorced _______ | [ ] Contribute to an IRA, SEP or Keogh | [ ] Pay estimated tax: |
| [ ] Pay Student Loan Interest | (Do you plan to?) | Date: ____________ $____________ |
| [ ] Give gifts over $15,000 to | [ ] Contribute/Convert to a Roth IRA | ____________ $____________ |
| any person in 2020 | in 2020 (Do you plan to?) | ____________ $____________ |
| | | ____________ $____________ |

[ ] **Have money or investments in foreign accounts or have virtual currency accounts.**
[ ] **Have you been a victim of identity theft? If IRS issued you a PIN, we must have that letter with the PIN.**

**Un-reimbursed Medical Expenses: (only deductible if the total medical exceeds 10% of your income)**

Prescriptions $______________________
Doctors/Hospital/Dentist/Co-Pay Amounts $______________________
Health/dental/cancer insurance-*not pre-tax payroll deducted* $______________________
Long term health care insurance premiums self $______________ spouse $______________
Medical mileage ____________________

**Taxes Paid:**

Real estate tax – main home $______________
Land/Vacation or 2nd home $______________
Sales Tax Paid on: home improvements, titled vehicles-cars, boats, ATVs, etc. $_______________
Sales tax paid on **all** purchases (you added all your own sales tax) $_______________

**Interest Paid:**

Home mortgage loan interest (bring Form 1098) $______________________

Home equity loan interest (bring form 1098)
This is NOT deductible unless the money is used to:
Improve, build, buy your main home. If funds are used to pay for other things or consolidate debt, it is NOT deductible.

Mortgage interest paid to an individual $______________________
(provide name, address, SS# of that person)

**Contributions to registered non-profit organizations** (worksheet on our website)

Cash and checks $______________________
Clothes, furniture, etc. **(itemized separately if over $500)** $______________________
Charitable mileage – enter miles ______________________
Teacher classroom supplies $______________________
(Only grades K-12)

***There are specific rules for charitable deductions – you MUST provide proof to our office in order to take the deduction.***

The following are **not** deductible in 2020 and forward:
Tax prep fees, investment fees, unreimbursed employee expenses, moving expenses, IRA fees

**College related information-Bring all documents:**
**You MUST provide us form 1098-T and supporting documents because these expenses are routinely audited by IRS and disallowed without proper documentation.**

Tuition & fees paid in 2020 (form 1098-T):________________________________

Required classroom books, supplies, and equipment paid for in 2020:________________________________

Person it was paid for:________________________________

Year they began college:_____________________________ Year of college they are in:____________________________

Amount of tuition paid by the pre-paid college fund:_______________________( form 1099-Q, not payments to the plan)

Interest paid on education loans:__________________________________ (bring form 1098-E, must be a separate loan)

Distributions from Educational IRA's or 529 Plans:_____________________ (MUST provide form 1099-Q and expenses)

Distributions from IRA's used to pay college expenses:________________________ (attach list of expenses paid in 2020)

**Health Insurance information:**

We must have all forms 1095-A, 1095-B, 1095-C regarding health insurance.

**Did you receive advance payments of the premium tax credit? Yes / No**
**If yes, you must provide us the form 1095-A.**

****You MUST provide to us Form 1095-A from the Marketplace if you had Marketplace insurance****
If you did not receive one by mail, you can print a copy by logging in to your account here:
https://www.healthcare.gov/tax-form-1095

**Business Loans such as PPP Loans or EIDL Loans**

If you own a business and received:

-Paycheck Protection Loan (PPP)
and/or
-Economic Injury Disaster Loan (EIDL)

We need to see ALL DETAILS of these transactions because there are adjustments required on your tax return.

**Additional notes, information, questions, requests, or comments:**