

Dear Clients,

We hope this letter finds you well. We are sure most of you, like us, are not sad to see 2020 go. The year brought challenges and disruptions in our everyday lives, as well as how it has forced us to conduct business. With the COVID virus, the various mandates continuing to affect us, the demands of IRS regulations and deadlines, and recent bills passed by Congress, this has required us to evaluate our processes. Our doors will remain open; however, we are working to limit the number of people in our office, therefore, starting February 1st – April 15th, we will be extending our *lobby hours* to be **Monday-Wednesday 7:00 am –7:00 pm and Thursday-Friday 8:00-5:00**, for signing and drop offs.

For the upcoming tax season, if you need to meet with your accountant, we will be offering *scheduled* in office, virtual and/or phone meetings. You can drop your information by the office, by mail (recommend making copies of your info if by mail), or by a safe electronic portal that we can set up for you. (There will be a mail charge for mailing any large items back.) It is best to bring/send all information at one time, once you have it all gathered, to ensure nothing gets missed. We offer electronic signatures for your convenience.

We understand things can change. We will continue to monitor government restrictions for updates and will continue to reevaluate our procedures. We appreciate your cooperation and working with us through all of this. We are committed to keeping you, other clients, and our staff safe, as well as being able to meet deadlines.

We have compiled a few key items and a checklist to help guide you in gathering very important information needed to prepare your 2020 Tax return. It will help us be more efficient and better serve you if we receive all the required information at one time.

Please provide us with any **new or updated personal information** – updated address, email, phone number(s), change of occupation, marital status, deaths, births, started a business, sold a business, banking info, etc. This form can be found on our website, along with many other valuable forms and resources at www.hmarcpas.com.

1st & 2nd Economic Impact Payments (EIP or Stimulus Payment)

Eligible individuals received payments *of up to* \$1,200 (\$2,400 for joint filers) plus \$500 for each qualifying child for first payment in 2020 and *up to* \$600/person for 2nd payment in 2021, with payments phased out based on adjusted gross income. The payments are treated as advance refunds of a 2020 tax credit. If you received EIPs, you should have received IRS Notice 1444, Your Economic Impact Payment. **We need this Notice OR the amounts that were received.**

Charitable deductions

Unique to 2020, individuals who do not itemize their deductions can take an above-the-line charitable deduction of up to \$300 made with cash or check to qualified organizations.

Virtual currency/cryptocurrency

Virtual currency transactions are becoming more common. There are many different types of virtual currencies, such as Bitcoin, Ethereum and Ripple. The IRS has added a new question on the very first line of the 2020 Form 1040 asking whether you have bought, sold, traded, or spent any virtual currency and we must ask you to verify this for us to avoid IRS penalties.

Please use the checklist on the back of this letter for the required information we need. There will be items that may not pertain to you. If you have any questions, please contact our office at 535-2352 or hmar@hmarcpas.com.

Sincerely,

Huffine, McMillan, Arntzen & Ruckman

Huffine, McMillan, Arntzen & Ruckman CPAs

INDIVIDUAL CHECKLIST
(Not all items will pertain to you)

INCOME	EXPENSES
W2's - Wages, Salary Income	Medical/Dental Expenses (not paid by Health Savings Account)
1099 Int/Div - Interest & Dividend Income	Taxes Paid (RE Tax, Personal Property Tax)
1099R - IRA/Pension Income	1098 - Mortgage Interest/Mortgage Insurance
1099B - Investments Sold	Investment Interest
1099-S - Property Sold (residence, home, land, etc)	Casualty/Theft Losses (storm, water, fire, accident, or stolen)
1099SSA - Social Security Income	Charitable Contributions (need written receipt of any amount over \$250)
	Child & Other Dependent Care expenses
OTHER	(Need name, address, & SS# or EIN, & amount Paid)
Alimony Received	Job Related Moving Expenses
1098T -Scholarship (Grants)	Alimony Paid (amount, Persons SS#)
1099G - Unemployment Compensation	1098-E Student Loan Interest Paid
Payments from Prior Installment Sale	Health Savings Account Contributions
Jury Duty	Health Savings Account withdrawals
Prizes, Bonuses, Awards, Gambling, Lottery	Medical Savings Account Contributions
Worker's Compensation	Traditional/Roth IRA Contributions
Other	529 Contribution
	College Education Expenses
	Educator Expenses
COVID-19	Any Estimated Tax payments made to IRS or State
Did you receive a PPP Loan? Amount?	1095A - Health Insurance Marketplace Statement
Did you receive an EIDL Loan? Amount?	1095B/C - Employer Health Insurance Proof of Coverage
Did you receive any state grants? Amount?	
Economic Stimulus Payments - Amounts?	
Self Employed and missed work due to COVID ?	
Self Employed and missed work due to having school/daycare closed?	
If yes to either SE of above, please provide dates and documentation.	
Did you pay employees Covid sick/family pay?	
Did you get a working capital grant/loan?	
Questions - if yes, please provide documentation	
Did you receive rent from Real estate or other property? Provide income/expenses	
Did you receive income from gravel, timber, minerals oil, gas, copyrights, patents?	
Do you have a foreign bank account, trust, or business?	
Do you provide a home for or help support anyone that is not a dependent?	
Did you receive any correspondence from the IRS or State Revenue Department? Please provide	
Were there any births, deaths, marriages, divorces or adoptions in your immediate family?	
Did you give a gift of more than \$15,000 to one or more people?	
Did you have any debts cancelled, forgiven, or refinanced?	
Did you go through bankruptcy proceedings?	
Did you pay interest on a student loan for yourself, your spouse, or dependent? Provide 1099	
Did you pay for yourself, spouse, or dependent to attend classes beyond high school? Provide 1098T	
Did you have any children under the age of 19 or 19 to 23 year old students with unearned income of more than \$1,100?	
Did you purchase a new alternative technology vehicle or electric vehicle?	
Did you install any energy property in your residence such as solar water heaters, generators, or fuel cells or energy efficient improvements such as exterior doors or windows, insulation, heat pumps, furnaces, central air conditioners or water heats? If yes, provide receipts & descriptions.	
Did you own or have control over any Virtual Currency?	
Did you Receive an Identity Theft Protection Pin (Please provide)	
Did you donate through a QCD directly to a charity?	