



Armstrong Accounting & Consulting, LLC

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Hello clients,

It has been a very unusual year for 2020. Hopefully this finds all of you healthy and doing well. I know that we will be glad to put this year behind us and look forward to a more normal 2021.

Speaking of normal, in light of the virus and not being sure where we will be during the upcoming tax season, we have decided not to pre-schedule appointments this year. You may drop off information in a sealed envelope as you are ready (about the same time as your appointment was last year would be best) in our new LOCKED drop box, or you may call to schedule an appointment if your tax situation is a lot different or you have a more complex return. We will be spacing appointments to keep social distancing as much as possible and masks will be required. We will ask that you call from your car when you arrive for your appointment and we'll call you back, if necessary, when the preparer is ready for you. **Please don't take this as if we don't appreciate seeing each of you every year.** We will miss seeing each of your smiling faces. Be assured that you will hear from us when we work on your returns to ask questions and go over tax results with you. Again, if you need or want an appointment, be sure to call in to schedule with one of our preparers.

Following is a list of items we need you to bring with you to your appointment or when you drop off tax info.

1. We have enclosed a copy of the blue sheet questionnaire. The form is also available on our website at www.armstrongaccountant.com. Please fill this out and bring it in with your tax info or to your appointment. Note that there are *new important questions this year*.
2. We will be required to have a copy of BOTH (husband/wife) of your driver licenses or state ID, as well as any *dependents* that file their *own* tax return. This info will NOT show up on your actual tax return, but it is required as a data entry in our software. **We need this even if you brought it to us last year.** If you are unable to make a copy, please knock on our door when you drop off and we will be happy to make a copy for you.
3. If you have any new or different dependents this year, we will also require that you bring a copy of the social security card and birth date for those new dependents. If we previously have the information on file, you do not need to supply it again.
4. Due to many issues related to IRS compliance, we will again be requiring that each spouse sign the final e-filing Form 8879. In the event that both spouses are not available to sign, we have a release waiver form that can be signed authorizing someone to sign for them. The waiver can also be used for a parent to sign for a son/daughter filing their own return. A copy of that waiver is enclosed. The waiver is also available on our website, or in our office. We are not permitted to submit the e-filed return without both signatures or this waiver signed.
5. IRS will again be requiring additional info for those of you who take credits for Child Tax Credit (the extra \$2,000) as well as those who claim education credits for college and Earned Income Credit. We will also need info to prove that your child qualifies you for head of household as well as any other non-child dependents that you claim on your return. The info requested will be to prove that the child/person is a qualifying child/dependent for tax purposes. For all of these credits, we will need to know if you have ever been disallowed or IRS has changed the credit in a prior year.

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a. For the Child Tax Credit, Earned Income Credit, Head of Household status, or other dependents that are claimed we will be asking and require documentation of proof that the child qualifies. In the case of divorced/separated parents, if there is a Form 8332 (to waive dependency) signed by either party, we will need a copy. We will need two (2) forms of proof that the child lives with you, and for how long they lived with you during 2020. A list of allowable documents for proof of residency is available upon request.

b. For the education credits, we will be requiring the 1098-T that is provided by the college. You will also have to get a transcript of charges and payments from the college. This is required of us to properly complete the tax return.

6. Also a reminder to those that have **medical** expenses, you will need to provide us with amounts spent for doctor, prescriptions, insurance, etc. You need more than 7.5% of your income to be able to deduct most medical expenses. We do NOT need all the receipts, just a recap of expenses by category.

7. Those with business, farms, or rentals, remember to bring all the income and expenses as they apply to you. For rentals, we need to know **how many days each property was rented** in 2020, as well as how many personal days you used the property.

8. If you are divorced and pay or receive alimony, we will need a copy of the document authorizing the alimony. Make sure it shows the date on the document as there are changes for alimony deduction/income for 2019 and after. If we prepared your return for 2019 and we have that document, we do not need it again.

9. **New this year**, IRS is allowing you to deduct up to \$300 of charitable contributions on the front of your return, even if you do not itemize. So, we will need proof of those contributions in the form of receipts or cancelled checks.

10. There were a number of **COVID19 related items** that may have affected your W2, self employed wages or tax return in general. We will be asking questions about those things when we call you. If you know you have something that affected that, please enclose details when you drop off.

When your return is completed and you come back to pickup, please pull up to the back door and call us. We will bring your return out to you for signature and to go over everything as well as collect payment. We ask that you have a check made out to Armstrong Accounting. We will give you the amount of our fee when we call you to let you know the return is done.

Also a reminder to those that have **W2s or 1099s to issue** - those forms are all due to IRS and the contractor/employees by January 31. So, we need that information early in January to be able to timely prepare those for you.

If you have questions or concerns about anything, please call our office **419-281-1040** to discuss. We look forward to working with you for many upcoming years.

Lisa Armstrong and staff