

ASSET & DEBT ISSUES	YES	NO
<p><b>Do you have unrealized investment losses?</b> If so, consider realizing losses to offset any gains and/or write off \$3,000 against ordinary income.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Do you have investments in taxable accounts that are subject to end-of-year capital gain distributions?</b> If so, consider strategies to minimize tax liability.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Did you reach your Required Beginning Date, or are you taking an RMD from an inherited IRA?</b> If so, under the CARES Act, RMDs are waived for 2020.</p>	<input type="checkbox"/>	<input type="checkbox"/>

TAX PLANNING ISSUES	YES	NO
<p><b>Do you expect your income to increase in the future?</b> If so, consider the following strategies to minimize your future tax liability:</p> <ul style="list-style-type: none"> <li>Make Roth IRA and Roth 401(k) contributions and Roth conversions.</li> <li>If offered by your employer plan, consider making after-tax 401(k) contributions.</li> <li>If you are age 59.5 or over, consider accelerating traditional IRA withdrawals to fill up lower tax brackets.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Do you expect your income to decrease in the future?</b> If so, consider strategies to minimize your tax liability now, such as traditional IRA and 401(k) contributions instead of contributions to Roth accounts.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Do you have any capital losses for this year or carryforwards from prior years?</b> If so, consider the following:</p> <ul style="list-style-type: none"> <li>There may be tax-loss harvesting opportunities.</li> <li>You may be able to take the loss or use the carryforward to reduce your ordinary income by up to \$3,000. (continue on next column)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

TAX PLANNING ISSUES (CONTINUED)	YES	NO
<p><b>Are you on the threshold of a tax bracket?</b> If so, consider strategies to defer income or accelerate deductions and strategies to manage capital gains and losses to keep you in the lower bracket. Consider the following important tax thresholds:</p> <ul style="list-style-type: none"> <li>If taxable income is below \$163,300 (\$326,600 if MFJ), you are in the 24% percent marginal tax bracket. Taxable income above this bracket will be taxed at 32%.</li> <li>If taxable income is above \$441,450 (\$496,600 if MFJ), any capital gains will be taxed at the higher 20% rate.</li> <li>If your Modified Adjusted Gross Income (MAGI) is over \$200,000 (\$250,000 if MFJ), you may be subject to the 3.8% Net Investment Income Tax on the lesser of net investment income or the excess of MAGI over \$200,000 (\$250,000 if MFJ).</li> <li>If you are on Medicare, consider the impact of IRMAA surcharges by referencing the "Will I Avoid IRMAA Surcharges On Medicare Part B &amp; Part D" flowchart.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Are you charitably inclined and want to reduce taxes?</b> If so, consider the following:</p> <ul style="list-style-type: none"> <li>For 2020, the CARES Act created a \$300 above-the-line deduction for contributions to certain qualifying charities. This can help reduce AGI for taxpayers claiming the standard deduction.</li> <li>If you expect to take the standard deduction (\$12,400 if single, \$24,800 if MFJ), consider bunching your charitable contributions (or contributing to a donor-advised fund) every few years which may allow itemization in specific years.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Will you be receiving any significant windfalls that could impact your tax liability (inheritance, RSUs vesting, stock options, bonus)?</b> If so, review your tax withholdings to determine if estimated payments may be required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Do you own a business?</b> If so consider the following: (continue on next page)</p>	<input type="checkbox"/>	<input type="checkbox"/>

TAX PLANNING ISSUES (CONTINUED)	YES	NO
<ul style="list-style-type: none"> <li>■ If you own a pass-through business, consider the QBI Deduction eligibility rules. Reference the "Am I Eligible For A Qualified Business Income Deduction?" flowchart.</li> <li>■ Consider the use of a Roth vs. traditional retirement plan and its potential impact on taxable income and Qualified Business Income.</li> <li>■ If you have business expenses, consider if it makes sense to defer or accelerate the costs to reduce overall tax liability.</li> <li>■ Some retirement plans, such as a Solo 401(k), must be opened before year-end.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Have there been any changes to your marital status?</b> If so, consider how your tax liability may be impacted based on your marital status as of December 31st.</p>	<input type="checkbox"/>	<input type="checkbox"/>

CASH FLOW ISSUES	YES	NO
<p><b>Are you able to save more?</b> If so, consider the following:</p> <ul style="list-style-type: none"> <li>■ If you have an HSA, you may be able to contribute \$3,550 (\$7,100 for a family) and an additional \$1,000 if you are age 55 or over. See "Can I Make A Deductible Contribution To My HSA?" flowchart for details.</li> <li>■ If you have an employer retirement plan, such as a 401(k), you may be able to save more but must consult with the plan provider as the rules vary as to when you can make changes.</li> <li>■ The maximum salary deferral contribution to an employer plan is \$19,500, plus the catch-up contribution if age 50 or over is \$6,500 per year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Do you want to contribute to a 529 account?</b> If so, consider the following:</p> <ul style="list-style-type: none"> <li>■ You can use your annual exclusion amount to contribute up to \$15,000 per year to a beneficiary's 529 account, gift tax-free.</li> <li>■ Alternatively, you can make a lump sum contribution of up to \$75,000 to a beneficiary's 529 account, and elect to treat it as if it were made evenly over a 5-year period, gift tax-free.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

INSURANCE PLANNING ISSUES	YES	NO
<p><b>Will you have a balance in your FSA before the end of the year?</b> If so, consider the following options your employer may offer:</p> <ul style="list-style-type: none"> <li>■ Some companies allow up to \$550 of unused FSA funds to be rolled over into the following year.</li> <li>■ Some companies offer a grace period up until March 15th to spend the unused FSA funds.</li> <li>■ Many companies offer you 90 days to submit receipts from the previous year.</li> <li>■ If you have a Dependent Care FSA, check the deadlines for unused funds as well.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Did you meet your health insurance plan's annual deductible?</b> If so, consider incurring any additional medical expenses before the end of the year, at which point your annual deductible will reset.</p>	<input type="checkbox"/>	<input type="checkbox"/>

ESTATE PLANNING ISSUES	YES	NO
<p><b>Have there been any changes to your family, heirs, or have you bought/sold any assets this year?</b> If so, consider reviewing your estate plan. See "What Issues Should I Consider Before I Update My Estate Plan?" checklist for details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Are there any gifts that still need to be made this year?</b> If so, gifts up to the annual exclusion amount of \$15,000 (per year, per donee) are gift tax-free.</p>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER ISSUES	YES	NO
<p><b>Do you have children in high school or younger who plan to attend college?</b> If so, consider financial aid planning strategies, such as reducing income in specific years to increase financial aid packages.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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