

# 2009 PERSONAL INCOME TAX ORGANIZER/CHECKLIST

**Changes ONLY...no need to repeat if I have prior years'.**

Name(s) *	DOB	SS#			
	DOB	SS#			
Address	Phones/Fax				
Occupations	E-mail				
Dependents	Full Names *	DOB	SS#	Mos.Home	Relationship
	1				
	2				
	3				
	4				
* NOTE: All names must match Social Security Administration records!					
Have you adopted and incurred adoption expenses? Yes No					

<b>Please Review These</b>	Any changes in the home? Moved in/out/births/deaths/married/divorced _____
	Changes in contact info: e-mail, cell#, work#'s _____
	For Direct Deposit only: same account as last year? Bank Name _____

Ⓔ **Enclose prior Returns if not prepared by me.**

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I	Salaries:		Attach W-2's ( <b>Originals required</b> —keep Copy C)		
	Commissions, Misc. Income:		Attach 1099's (copies are fine)		
N	Interest & Dividends:		Attach 1099's (copies are fine)		
	Capital Gains/Losses: Description	Buy Date	Sale Date	Sale Amt	Cost (incl div reinv)
C	<b>(Attach Year End Broker Statements/1099's)</b>				
O					
M	Other: <b>Attach any K-1's &amp; 1099's</b> for: investments, alimony rec'd, state tax refunds, pension/IRA distributions, unemployment received, lottery winnings, tips, etc.				
E	Rental Activity: Attach schedule of Income & Expenses.				

Ⓔ **IMPORTANT:** If you have taken distributions/withdrawals from pensions/401(k)'s/IRA's, what did you do with them? Rollover/Med. Expenses/ Educ. Expenses/ 1st Home Buy? Have you contributed to either a Roth IRA or non-deductible IRA? Ever? \_\_\_\_\_

Have you contributed to an Education account, either a 529/Coverdale Savings/Brightstart? \_\_\_\_\_

Teachers: Classroom Expenses \_\_\_\_\_ (Max. 250)

Major purchases (boats, vehicles, home improv. mat'ls) for sales tax? Amount \_\_\_\_\_

Did your kids work? \_\_\_\_\_ Are you an officer of a nonprofit org or club? \_\_\_\_\_

**Business Income and Expenses: attach a summary if I don't keep your books.**

Did you make any Energy Improvements to your home? Windows/Doors/Heating/AC? \_\_\_\_\_

Did you buy a hybrid vehicle? **TAX REBATE?** \_\_\_\_\_

E	IRA/SEP/Roth Contributions _____ Were you/spouse covered in another plan? Y ___ N ___																
X	<b>Note:</b> Would you like an IRA contribution taken from your refund, if you have one? _____ College Education Tuition/Expenses _____ IL K-12 Educ. Exp. _____ Moving Expenses: Attach paperwork _____ Student Loan Interest _____ Alimony Paid _____																
P	Medical (must exceed 7.5% of income) _____ MSA/HSA Contrib. _____																
E	Property Taxes: Home _____ Vacation Property _____ Other _____																
N	Add'l Taxes paid as a result of notice or audit _____ (enclose notices) Mortgage Interest: Home _____ Vacation Property _____ Home Equity Line _____ Mort.Insur. Pd on new mortgages: _____																
<b>Important: Real Estate purchase, sale, or re-fi, attach settlement statements from all closings.</b>																	
D	Investment Interest to purchase stocks, business, etc. _____ (Business interest used in a business should be included on the Business Profit & Loss.)																
I	Charitable: \$ _____ Mileage for charity _____ Stuff: see note below <b>â</b>																
T	<b>Clothing, food, etc.:</b> Provide a list of dates, items given, values (please, I don't need receipts, doortags..)																
U	Casualty Loss (your out of pocket expense must exceed 10% of income) _____																
R	Miscellaneous (must exceed 2% of income): Tax prep pd. personally, union dues, unreimbursed business expenses, uniforms, tools, job-related tuition.																
S	<b>Employee Business Expense:</b> <table style="width:100%; border:none;"> <tr> <td style="width:40%;">Vehicle lease</td> <td style="width:60%;"></td> </tr> <tr> <td>Gas/Oil</td> <td></td> </tr> <tr> <td>Office in Home:</td> <td>Supplies</td> </tr> <tr> <td>Sq. Footage: Total _____ Office _____</td> <td>Phone</td> </tr> <tr> <td>Total Utilities _____</td> <td>Travel</td> </tr> <tr> <td>Insurance _____</td> <td>Gifts/Other</td> </tr> <tr> <td>Repairs/Maint _____</td> <td>Meals/Entertainment</td> </tr> <tr> <td>Vehicle Miles: Total _____ Business _____ Average Commute _____</td> <td></td> </tr> </table> If you sold/traded/purchased/leased a vehicle used for business, att	Vehicle lease		Gas/Oil		Office in Home:	Supplies	Sq. Footage: Total _____ Office _____	Phone	Total Utilities _____	Travel	Insurance _____	Gifts/Other	Repairs/Maint _____	Meals/Entertainment	Vehicle Miles: Total _____ Business _____ Average Commute _____	
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O	Childcare (# of kids__)	Payee Names/ID#	Address	Amt. Pd.
T	<b>Tell me what you <i>actually</i> paid and when:</b>			
H	Estimated Taxes paid:	#	Dates Paid	Fed
E		1		
R		2		
		3		
		4		

Notes, thoughts, questions, comments, etc. \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge, this is everything necessary for the preparation of my tax returns, and I can substantiate it as required. J ROBERTS ACCOUNTING INC. agrees to prepare federal and state tax returns as necessary based on the information provided. You will be advised of any pertinent matters.

Signed \_\_\_\_\_ Date \_\_\_\_\_