

# 2011 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 _____ |
|                            | Contact info: e-mail, cell #'s: _____                                      |
|                            | For Direct Deposit only: same account as last year? Bank Name _____        |

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

|   |  |          |   |
|---|--|----------|---|
| I | Salaries:  |          | Attach <b>ORIGINAL</b> W-2's—keep Copy C for you. |
|   | 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   |
| 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 ( <b>ORIGINAL 1099R</b> ), unemployment received, lottery winnings, tips, etc. |          |   |
| E | Rental Activity: Attach schedule of Income & Expenses—Did you send 1099's to anyone?   |          |   |

→ **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? \_\_\_\_\_ Did you convert a Roth account? \_\_\_\_\_ 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'l's) for sales tax? Amount \_\_\_\_\_ Did your kids work? \_\_\_\_\_ Are you an officer of a nonprofit org or club? \_\_\_\_\_ 990 Filed? \_\_\_\_\_

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

**Business:** Did you receive a 1099-K for credit card processing? Attach it.  
Have you filed required 1099-MISC's for unincorporated service providers >\$600 last year?  
Did you make any Energy Improvements to your home? Windows/Doors/Heating/AC? Mat'l's: \_\_\_\_\_  
Did you buy a hybrid vehicle? \_\_\_\_\_

IRA/SEP/Roth Contributions \_\_\_\_\_ Were you/spouse covered in another plan? Y \_\_\_ N \_\_\_

**Note:** Would you like an IRA contribution taken from your refund, if you have one? \_\_\_\_\_

College Education Tuition/Expenses \_\_\_\_\_ IL K-12 Educ. Exp. \_\_\_\_\_

For whom? \_\_\_\_\_ Year in school? F S J S Grad \_\_\_\_\_ Student Loan Interest \_\_\_\_\_

Moving Expenses: Attach paperwork \_\_\_\_\_ Alimony Paid \_\_\_\_\_

Medical (must exceed 7.5% of income) \_\_\_\_\_ MSA/HSA Contrib. \_\_\_\_\_

Property Taxes: Home \_\_\_\_\_ Vacation Property \_\_\_\_\_ Other \_\_\_\_\_

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: \_\_\_\_\_

**Important: Real Estate purchase, sale, or re-fi, attach settlement statements from all closings.**

Investment Interest to purchase stocks, business, etc. \_\_\_\_\_  
 (Business interest used in a business should be included on the Business Profit & Loss.)

Charitable: \$ \_\_\_\_\_ Mileage for charity \_\_\_\_\_ Stuff: see note below

**Clothing, food, etc. over \$500:** Provide a list of dates, items given, values (please, I don't need receipts, )

Casualty Loss (your out of pocket expense must exceed 10% of income) \_\_\_\_\_

Miscellaneous (must exceed 2% of income): Tax prep pd. personally, union dues, unreimbursed  
 business expenses, uniforms, tools, job-related tuition.

**Employee Business Expense:**

|                                       |                                      |       |
|---------------------------------------|--------------------------------------|-------|
| Office in Home:                       | Vehicle lease                        | _____ |
| Sq. Footage: Total _____ Office _____ | Gas/Oil                              | _____ |
| Total Utilities _____                 | Supplies                             | _____ |
| Insurance _____                       | Phone                                | _____ |
| Repairs/Maint _____                   | Travel                               | _____ |
|                                       | Gifts/Other                          | _____ |
| Vehicle Miles:                        | Meals/Entertainment                  | _____ |
| 1/1-6/30 Total _____ Business _____   | 7/1-12/31 Total _____ Business _____ | _____ |

If you sold/traded/purchased/leased a vehicle used for business, attach bill of sale.

| 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:        | #               | Dates Paid | Fed      | State |
| E  |                         | 1               |            |          |       |
|  |                         | 2               |            |          |       |
|  |                         | 3               |            |          |       |
| R  |                         | 4               |            |          |       |

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_