

2011 TAX INFORMATION CHECKLIST

PLEASE INCLUDE WITH YOUR TAX DOCUMENTS, THIS CHECKLIST COMPLETED AS WELL AS THE SIGNATURE PAGE FROM THE ENGAGEMENT LETTER. (See website www.jedgarcpa.com) WE RECOMMEND TAX APPOINTMENTS TO INSURE THE MOST COST EFFECTIVE PREPARATION OF YOUR RETURN.

Taxpayer
First Name _____ Initial _____ Last _____ SS# _____ Date of Birth _____

Spouse/Partner
First Name _____ Initial _____ Last _____ SS# _____ Date of Birth _____

Current Address _____ New address for 2011? _____

Best Telephone number(s): _____

Email Address: _____

<u>Dependent Name(s)</u>	<u>Relationship</u>	<u>SS#</u>	<u>Date of Birth</u>	<u># of Months Lived With You (Up to 12)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IF YOU ARE THE NON CUSTODIAL PARENT CLAIMING A DEPENDENT YOU MUST PROVIDE FORM 8832 FOR ATTACHMENT TO YOUR TAX RETURN. (You can download the form at www.irs.gov under forms and instructions)

*****PREPARER E-FILE MANDATE - New law requires our firm to E-file all returns. *****
(There is an option for clients to opt out of e-filing, please let us know if you wish to opt out)

E-FILING BANK INFORMATION:

Name of Bank _____ Routing Number _____ Account Number _____
Checking _____ Savings _____

Or you can attach a voided check or photo copy of a check.

PLEASE NOTE: To file electronically, you will need to make up your own PIN number for each taxpayer.

TAXPAYER PIN _____ SPOUSE/PARTNER PIN _____

Do you wish to donate to the Presidential Election Campaign Fund? _____

Did you earn income in another state? _____ List state(s) _____ Dates Worked _____

Did you live in another state? _____ List state(s) _____ Lived from _____ to _____

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NEW FOR 2011

_____ Capital gains and losses – a new form is required to be completed, if you had security transactions you may receive a 1099-B or other statement from your broker that shows your basis – please include this statement along with your year – end account statement and 1099's.

_____ Standard Mileage Rate is 51 cents from January 1 2011 to June 30, 201 and 55.5 cents for the remainder of 2011. Please separate your mileage deduction for each period.

ITEMS NEEDED:

New Clients Only - please provide a copy of your prior year 2010 federal and state tax returns.

_____ W-2 wage statements.

_____ Unemployment benefits statements.

_____ 1099 interest and dividend income statements and other 1099 income statements.

_____ Year end investment statements for sale of investment assets; MUST include date of sale, proceeds, date of original purchase and original cost basis. Brokers are now required to report your cost basis but your broker may not have this information on file. Please provide the statement or 1099B from your broker and any other information to support the basis of your assets sold.

_____ Social Security benefits statements (only if you receive income from social security).

_____ **If self-employed**, include the following: Name of business; kind of business; taxpayer identification number. Include a balance sheet and profit and loss from your accounting records, or sufficient information in the form of other documentation of your gross income and expenses. Include detail list of capital equipment and furniture purchased, including description, date purchased and amount paid. If you are deducting your vehicle include your mileage. If you have employees provide copies of the quarterly payroll tax filings, and the last payroll register. We may ask for more detailed support once we have reviewed your information.

_____ If you use a part of your home exclusively for business, include square feet of office versus square feet of home and expenses of your home office. (Utilities, improvements, rent or mortgage interest and property taxes.)

_____ Rental properties. Summary of rental income and expenses for the year. Summarize all expenses into two categories; expenses directly related to the rental unit(s) and expenses common to all units. Please provide copies if any of 1099's issued to contractors.

_____ If this is a new Rental Property, provide a copy of the settlement statement and tax assessment.

_____ K-1's from Partnerships or S-Corporations in which you are an owner.

_____ Other income – Internet sales (eBay etc.), Cancelled Debt, Jury duty, Gambling winnings,

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Prizes, Other earnings.

ITEMIZED AND OTHER DEDUCTIONS:

- _____ If you relocated for employment reasons, include a summary of moving expenses not reimbursed by your employer.
- _____ Alimony paid: amount _____ Name and SS# of recipient _____
- _____ Student loan interest paid. Include statement.
- _____ Summary of medical expenses. Include amounts of long term care premium payments made and/or any benefits received. Include contributions to or withdrawals from medical or health savings accounts.
- Do you have a health savings account? HSA _____ MSA _____
- Please include:
Type of plan: Family or Individual? _____
What is your deductible? _____
How much did you contribute to the plan? _____
How much was disbursed from the plan and was it spent on qualified medical expenses? _____
- _____ City/town tax paid for vehicles or other personal property.
- _____ Real estate taxes paid on all properties.
- _____ Mortgage interest paid on all real estate; first and second residences and rental properties. (Form 1098 and settlement statements if you refinanced).
- If any amount of your mortgage or equity or refinancing proceeds were not used to buy, build, or substantially improve your main or second home this is an AMT adjustment. Please itemize dates and amounts used for other purposes, from each loan.
- _____ Charitable contributions (cash and property). The law now requires a receipt or cancelled check for all contributions. If the contribution is over \$250 you must have a receipt from the charity, a cancelled check is not enough. **Property donations must include receipt with description, value, original cost, date of donation and recipient name and address. No receipt, no deduction.**
- _____ Non-reimbursed employee expenses. Educator expenses.
- _____ Misc. items. Union dues, investment fees, safety deposit fees, periodicals, tax preparation fees, etc.
- _____ Purchases and/or sales of property. Copy of closing statement from original purchase and copy of closing statement from sale. If you refinanced during the year include a copy of the settlement statement.
- _____ Child care expenses. **(This information is still needed even if you have the care expenses withheld pretax from your paycheck)** The name of the daycare facility or name of day care provider, address, and **federal identification number or social security number.** Please list expenses by child.
- _____ Any qualified education expenses, include student, year in school and total expenses. If you have an education savings account include the contributions made and any withdrawals.
- _____ Estimated tax payments, federal and state, please include dates paid and payment amounts.

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_____ Residential energy efficient property credit, for items installed in your home that qualify for energy savings. Please provide support for expenses. You can check www.irs.gov if you are unsure of qualifications.

OTHER QUESTIONS - PLEASE REVIEW THE FOLLOWING LIST OF QUESTIONS AND CHECK ANY THAT APPLY

1. Change in marital status during the year? _____
2. Did you/spouse/partner change names last year? _____ (bring copy of new SS card)
3. Did taxpayer and partner/spouse live apart for the entire last 6 months of the year or longer? _____
4. You or your partner/spouse legally blind or disabled? _____
5. Either you or your partner/spouse reach or will reach age 70 ½ this year or next? _____
6. Can anyone claim you as a dependent? _____
7. Any children under age 19 or college students under 24 with unearned income over \$1,900? _____
8. Did you maintain a home for someone not claimed as a dependent? _____
9. Did you start or dispose of a business during the year? _____
10. Are there separate business returns that need to be completed? _____
11. Any new K-1, new LLC, S-Corp or business investments? _____
12. Did you inherit assets in 2011? _____
13. Any foreign income or did you pay any foreign taxes? _____
14. Foreign bank account or trust? Signing rights on foreign account? Ownership or beneficial interest in a foreign account? _____
15. Damage award for personal injury, sickness, or discrimination? _____
16. Unreimbursed casualty or theft greater than 10% of your income? _____
17. Victim of an investment Ponzi scheme? _____
18. Did you pay cobra insurance? _____
19. Did you work out of town or out of state during the year? _____
20. Have you started or finalized an adoption or incurred adoption expenses? _____

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- 21. Gifts of more than \$13,000 to any individual? _____
- 22. Any bartering transactions? _____
- 23. Letters, audits or tax notices from the IRS or state authorities? _____ (Please provide us copies)
- 24. Discover an error in a prior return or find out a prior return needs to be amended? _____
- 25. Did you pay a household employee in 2011? _____
- 26. Do you expect significant changes in income, expense or dependents for 2012? _____
- 27. Did you file bankruptcy in 2011 or are planning to soon? _____
- 28. Did you have debt forgiven, a short sale or foreclosure? _____
- 29. Legal issues or a lawsuit going on? _____
- 30. Are there other matters we need to be aware of? _____ (please explain)
