

# Jill Jacobs, CPA

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**DON'T FORGET TO SIGN & RETURN YOUR ENGAGEMENT  
LETTER!**


## 2011 INCOME TAX RETURN

TAXPAYER		SPOUSE	
Name _____		Name _____	
Occupation _____		Occupation _____	
SSN _____	Date of Birth _____	SSN _____	Date of Birth _____
Home Phone _____	Disabled <input type="checkbox"/>	Home Phone _____	Disabled <input type="checkbox"/>
Work Phone _____	Blind <input type="checkbox"/>	Work Phone _____	Blind <input type="checkbox"/>
Cell Phone _____	Best Time to Call _____	Cell Phone _____	Best Time to Call _____
Email _____	Fax _____	Email _____	Fax _____
Present Address _____	Zip Code _____	County _____	
Address on Last Year's Tax Return (if different) _____		Date Address Changed _____	

## Personal Income Tax Organizer and Deduction Finder<sup>®</sup>

### ✓ CHECKLIST

#### Documents Needed

- 1) Your completed *Personal Income Tax Organizer and Deduction Finder*<sup>®</sup>.
  - 2) All Forms W-2 (wages) and Forms 1098 and 1099 (such as 1099-INT for interest, 1099-DIV for dividends, 1099-B for sale of securities, 1099-R for annuities, pensions and IRA or other retirement plan withdrawals, 1099-G for state tax refunds, 1099-S for real estate sales, SSA-1099 for Social Security, 1099-G for unemployment compensation, 1099-K for merchant card and third-party network payments and 1099-MISC for commissions and fees, etc.). *Include all copies.*
  - 3) Copies of Schedules K-1 for partnerships, joint ventures, S corporations, estates or trusts. (See note below.)
  - 4) If you sold real estate, stock or mutual fund shares during the year, see STEP 4.
  - 5) If you acquired, sold or refinanced a home or other property in 2011, bring in a copy of the closing statement.
  - 6) If you are a new client, provide copies of tax returns for 2008, 2009 and 2010.
-  **Note:** You do not need item #3 documents in order to make your tax appointment. You can provide these documents to us at a later date.

**STEP 1**

Filing Status:  Single  Married Filing Joint  Qualifying Widow(er) <sup>1</sup>  Head of Household <sup>2</sup>  Married Filing Separate

In year 2011 only:  Married (date: \_\_\_\_\_)  Divorced (date: \_\_\_\_\_)  Spouse Died (date: \_\_\_\_\_)

**Dependents (See Tax Tip 1)**

Children living with you age 18 or younger (age 19–23 if attending school full time for at least five months during the year) who did not provide more than half of their own support or a permanently and totally disabled child.

1) \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_  
 2) \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_  
 3) \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_  
 4) \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN \_\_\_\_\_

**Other Dependents**

(relatives and/or members of household)

Relationship	Birthdate	Social Security #	2011 Gross Income	# Months Resided in Your Home in 2011	% Support Received From You
_____	_____	_____	_____	_____	_____

Check if you are divorced and either signed or received Form 8332 (release of exemption for child). (Provide Form 8332.)

Check if any of your dependent children have investment income (interest, dividends, capital gains, etc.) over \$950. (List payer/income or provide Form 1099s.)

<sup>1</sup> All of the following must apply: your spouse died in 2009 or 2010; in that year you qualified to file jointly; you did not remarry before January 1, 2012 and you paid over half the cost of maintaining your home, which was your dependent child's (or stepchild's) main home for the entire year.

<sup>2</sup> Must be unmarried (or considered unmarried) at the end of the tax year, and maintain a home that for more than half of the tax year is the principal home of a qualifying person (generally your child or relative). You may be considered unmarried if your spouse did not live in your home during the last six months of the tax year. If you are maintaining the household of a parent, the parent does not need to live with you to qualify.

**STEP 2****The following items may affect your tax return. Please answer carefully.**

These questions pertain to calendar year 2011 unless otherwise noted. If married filing jointly, questions apply to you and your spouse.

1. Y  N  Did you pay or receive alimony? Do not include child support. (Select one.) Pay  Receive   
To/From: Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Amount \$ \_\_\_\_\_
2. Y  N  Do you own any securities or hold any debts that became worthless during the year? If yes, provide details.
3. Y  N  Did you move because of a job change? Provide details for a possible moving expense deduction.
4. Y  N  Did you (or do you plan to before April 17, 2012) contribute to a traditional IRA or Roth IRA for 2011?  
Self: Traditional IRA \$ \_\_\_\_\_ Roth IRA \$ \_\_\_\_\_ Spouse: Traditional IRA \$ \_\_\_\_\_ Roth IRA \$ \_\_\_\_\_
5. Y  N  Did you convert a traditional IRA to a Roth IRA in 2010 or 2011? If yes, amount converted: 2010: \$ \_\_\_\_\_ 2011: \$ \_\_\_\_\_
6. Y  N  Did you (or do you plan to before April 17, 2012) contribute to a health savings account (HSA) for 2011? (See Tax Tip 15.)  
Amount of contribution: \$ \_\_\_\_\_ Type of health plan coverage: Self-only  Family
7. Y  N  Did you receive any distributions from your health savings account (HSA)?  
Amount of distributions: \$ \_\_\_\_\_ Amount of unreimbursed qualified medical expenses (attach list): \$ \_\_\_\_\_
8. Y  N  Are you a teacher? If yes, did you incur out-of-pocket classroom costs? Amount \$ \_\_\_\_\_
9. Y  N  Did you pay child care costs for a dependent child under age 13, or costs of caring for a handicapped individual, so you could work, attend school or look for a job?  
If yes, provide the amounts paid for each dependent and the names, addresses and taxpayer identification numbers of the care providers. Also, show how much, if any, was reimbursed by an employer dependent care plan: \$ \_\_\_\_\_ (See Tax Tip 14.)
10. Y  N  Did you incur any expenses associated with the adoption of a child? If yes, provide details: \_\_\_\_\_
11. Y  N  Did you pay any individual \$1,700 or more to perform household services during the year, such as babysitting, cleaning, cooking or gardening?
12. Y  N  Did you receive COBRA health insurance premium assistance (reduced premiums)? If so, provide amount: \$ \_\_\_\_\_
13. Y  N  Have you had any debts cancelled or reduced (including credit cards), property repossessed or foreclosed upon, or have you filed for bankruptcy? (See Tax Tip 17.)
14. Y  N  Did you or your spouse have a financial interest in, or signature authority over, one or more foreign financial accounts (such as bank or securities accounts) at any time during 2011? (A foreign financial account is one physically located outside the U.S., even if with a branch of a U.S. bank or financial institution.)
15. Y  N  Did you receive a distribution from, or were you the grantor of, or a transferor to, a foreign trust?
16. Y  N  Do you have financial accounts maintained by a foreign (non-U.S.) bank or financial institution that totaled more than \$50,000 on the last day of the year or more than \$100,000 at any time during the year (\$100,000 and \$200,000, respectively, if married filing a joint return)?
17. Y  N  Do you (or your spouse) want to designate \$3 to the Presidential Election Campaign Fund? (Does not change amount due or refund.)
18. Y  N  Do you (or your spouse) want to allow your preparer or another individual to discuss your federal return with the IRS? Provide name/phone of individual if not preparer.
19. Y  N  Did you (or your spouse) make gifts totaling more than \$13,000 to any individual during the year? If so, provide details.  
Gift: \_\_\_\_\_ Recipient's Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_ Address: \_\_\_\_\_
20. Y  N  Were there any changes to federal or state returns filed in prior years? If yes, provide copies of the changes or correspondence received.
21. Indicate if any of the following apply to you during the year:
 

<input type="checkbox"/> Were granted stock options by your employer and/or exercised employer stock options.	<input type="checkbox"/> Traveled more than 100 miles to perform duties as a National Guard member or reservist.
<input type="checkbox"/> Contributed to or received distributions from an Archer Medical Savings Account (MSA).	<input type="checkbox"/> Performed services in the performing arts for at least two employers.
<input type="checkbox"/> Purchased a plug-in electric vehicle.	<input type="checkbox"/> Lived and worked in a foreign country.
	<input type="checkbox"/> IRS issued me an Identity Protection PIN: _____

**STEP 3 Income** (Round all figures to nearest dollar)

**Wages—Provide ALL Copies of Forms W-2**

Number of employers (during the year): Self \_\_\_\_\_ Spouse \_\_\_\_\_

**Dividend and Interest Income**

Provide all Forms 1099-INT, 1099-DIV and 1099-OID. If you list interest and dividends on a separate sheet, do not duplicate what's reported on the 1099s.

**Installment Sale Payments Received**

Total Payments = \$ \_\_\_\_\_ Interest = \$ \_\_\_\_\_ Principal = \$ \_\_\_\_\_

Did sale occur in 2011?  Yes  No If yes, complete STEP 4.

Is payer a relative or related party?  Yes  No  
If payer uses property as a principal residence, provide payer's:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Social Security Number \_\_\_\_\_

**Retirement Plan and Social Security Income**

- Retirement plan distributions from IRAs, SEPs, pensions, Keoghs and other retirement plans, including rollovers and in-plan Roth rollovers. Provide copies of all Forms 1099-R received.
- Social Security and Railroad Retirement benefits. Provide copies of Forms SSA-1099 or RRB-1099.

**Partnerships, Estates, Trusts and S Corporations**

Provide all Schedules K-1 received for the tax year.

**Other Income—Provide all Forms 1099, etc.**

Bartering Income .....	\$ _____
Bonuses and Prizes not reported on Form W-2 (Explain) .....	_____
Cancellation of Debt (Form 1099-A or 1099-C) (Tax Tip 17) .....	_____
Commissions and Fees (Not reported in STEP 5) .....	_____
Disability Income not included on Form W-2 (taxable) .....	_____
Education Savings Account or 529 Plan Withdrawals (Form 1099-Q) .....	_____
Federal Income Tax Refund (for state tax purposes) .....	_____
Gambling/Lottery Winnings .....	_____
Jury Duty—Election Board Fees .....	_____
Scholarships (Form 1098-T) .....	_____
State Income Tax Refund (Form 1099-G) .....	_____
Tips and Gratuities not reported on Form W-2 (Tax Tip 13) .....	_____
Unemployment Compensation (Form 1099-G) .....	_____
Veterans' Pension and Disability .....	_____
Workers' Compensation .....	_____
Other (attach separate sheets if necessary.) .....	_____

**STEP 4 Sales and Exchanges**

Provide the following information about sales of stock, mutual funds, real estate or other property along with Forms 1099-B, 1099-S, closing statement or other supporting information. Attach separate sheet if necessary.

	Asset #1	Asset #2
Description of Property .....	_____	_____
Date Acquired .....	_____	_____
Date Sold .....	_____	_____
Sales Price .....	\$ _____	\$ _____
Basis (See Tax Tips 11 and 12) .....	_____	_____
Expenses of Sale .....	_____	_____

**STEP 5 Self-Employed Income** (See also STEPS 7–8)  
*For farm activity, list income and expenses on separate sheet.*

Business Activity/Product: \_\_\_\_\_  
Business Name: \_\_\_\_\_

Did you acquire or begin the business in 2011?  Yes  No

Gross Receipts (provide all Form 1099s)..... \$ \_\_\_\_\_  
Inventory—Beginning of Year..... \$ \_\_\_\_\_

Merchandise Purchases (less Product for Personal Use).... \_\_\_\_\_  
Labor, Materials and Other Costs of Inventory .....

Inventory—End of Year..... \_\_\_\_\_

Did you make any payments (generally over \$600) requiring Form 1099 be filed?  Yes  No

If Yes, did you file Form 1099?  Yes  No

**STEP 6 Rental and Royalty Income** (Tax Tip 16)

Property Address	Type*	Rent/Royalty Rec'd	Fair Rental Days	Personal Use Days

\* 1—Single family residence; 2—Multi-family residence; 3—Vacation/short-term rental; 4—Commercial; 5—Land; 6—Royalties; 7—Self-rental; 8—Other (describe).

Did you make any payments (generally over \$600) requiring Form 1099 be filed?  Yes  No

If Yes, did you file Form 1099?  Yes  No

**STEP 7 Self-Employed, Rental and Business Use of Home Expenses**

Do you qualify for business use of home deductions?  Yes  No  
(See Employee/Self-Employed Tax Tip B on next page.)

If yes, attach list of expenses related to home.  
Business sq. ft. \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

Use Correct Column	Self-Employed	Rental
Advertising.....	\$ _____	\$ _____
Auto, Travel, Meals and Entertainment .....	-----See STEP 8-----	
Commissions and Fees Paid .....	_____	_____
Contract Labor.....	_____	_____
Employee Benefit Programs .....	_____	_____
Insurance (not including health) .....	_____	_____
Interest • Mortgage (Form 1098).....	_____	_____
• Other Interest.....	_____	_____
Legal and Other Professional Fees .....	_____	_____
Management Fees.....	_____	_____
Office Expenses .....	_____	_____
Pension/Profit-Sharing Plan Contributions Made for Employees .....	_____	_____
Rent Paid • Vehicles, Machinery and Equipment .....	_____	_____
• Other Business Property .....	_____	_____
Repairs and Maintenance.....	_____	_____
Supplies (including small hand tools).....	_____	_____
Taxes • Real Estate .....	_____	_____
• Other.....	_____	_____
Utilities.....	_____	_____
Wages Paid .....	_____	_____
Other Expenses (provide list) .....	_____	_____

For business asset purchases or sales, provide a separate schedule listing dates of purchase or sale, purchase/sales price and description of property. Include copies of sales receipts or contracts if available.

