

Client Name "You" _____

Spouse (if applicable) _____

Tax Document Received (Form Number & Description) <i>select all that apply:</i>	<u>You</u>	<u>Spouse</u>	<u>Neither</u>	<u>Question</u>
W-2s (Wage Statements)				
1099-B (Stock/Mutual Fund/Bond Sales)				
W-2G (Gambling Winnings & Withholdings)				
1099-Misc (Miscellaneous Income)				
1099-C (Debt <i>not paid/Cancelled</i>) <i>not mortgage payoff</i>				
1099-G (State Income Tax Refund)				
1099-G (Unemployment Compensation)				
1099-Int (Interest Income)				
1099-Div (Dividend Income)				
1099-LTC (Long Term Care Benefits)				
1099-R (Retirement Plan Distributions)				
1099-S (Proceeds from Real Estate Sales)				
1098-T (College Tuition Statement)				
SSA-1099 (Social Security Benefits)				
1099-OID (Original Issue Discount) <i>usually on bonds</i>				
1099-HSA or MSA (Health Savings Accounts)				
1098 (Mortgage Interest)				
1098-E (Student Loan Interest)				
K-1 (Partnerships, S-Corp, Estates, Trusts)				
1098-C (Donation of Auto/Boat/Plane over \$500)				
Tax Exempt Income (on interest/dividend statements)				
Other (_____)				
Other (_____)				
Other (_____)				
Other (_____)				
Other (_____)				
Other (_____)				

Identify your 2011 tax related transactions:

Description <small>(check all that apply & provide all related documents)</small>		You	Spouse	Neither	Question
1	Sell stocks, bonds or mutual fund shares				
2	Exercise stock options				
3	Sell stock options				
4	Receive alimony \$				
5	Receive interest or dividends (over \$10) but <u>didn't</u> get a 1099-Int or 1099-Div				
6	Receive royalty income				
7	Rent out part of your house, or other property you own				
8	Dispose of rental or investment property by sale, short-sale or foreclosure				
9	Have income/loss from a partnership, estate or trust, but no K-1 Form				
10	Receive social security benefits				
11	Receive a refund of something you deducted on a prior return				
12	Receive tip income (of over \$20/month) not reported to your employer				
13	Have debts forgiven (<i>you didn't pay it and won't have to</i>) - <u>not</u> bankruptcy				
14	Receive jury duty fees How many days...you spouse ----- a.) Did you turn the jury duty fees over to your employer				
15	Take a normal distribution from an IRA or tax deferred retirement account				
16	Take an EARLY retirement distribution <i>Why?</i>				
17	Take a distribution from a Roth IRA <i>Is the Roth at least 5 years old?</i> Yes No				
18	Fail to execute a rollover from a retirement account within the required 60 days				
19	<u>Convert</u> an existing IRA or 401K to a ROTH IRA or Roth 401K ----- a.) If so, did you convert in 2010 & defer claiming the income until 2011 & 2012				
20	Take a distribution from a Qualified Tuition Savings Program (529 Plans)				
21	Take a distribution from a Coverdell Education IRA				
22	Turn age 70 & ½ and own any retirement accounts (<u>not</u> Roth IRAs)				
23	Execute a tax-free IRA direct transfer to charity (for those over 70 & ½ yrs old)				
24	Participate in an employer pre-tax DAYCARE account ----- a.) If so, did you use the entire amount in the account				
25	Take a distribution from HSA (Health Savings Account) or MSA - <u>not</u> flex medical				
26	Sell your personal residence – (sale, short-sale or foreclosure) ----- a.) Did you own & live in the home 2 out of the last 5 yrs prior to the sale date ----- b.) Did you use your home for rental or a home office at any time ----- c.) Did you acquire this home in a like-kind exchange ----- d.) Did you claim any homebuyer tax credits on the home you sold				

Description <i>(check all that apply & provide all related documents)</i>		You	Spouse	Neither	Question
27	Purchase a home back in 2008 and need to pay back the homebuyer credit				
28	Receive payment for services <i>(not on W-2) - even if under \$600 Brief Description of Services</i> ----- a.) Did you receive more than \$600 for services, but no 1099-Misc form				
29	Receive other income (such as prizes, awards, gambling winnings) <i>Brief Description of Income</i>				
30	Receive COBRA assistance (reduced payments)				
31	Have any loss carry forwards or unused credits from prior years				
32	Pay accrued interest on bonds purchased in between interest pay-out dates				
33	Called to active military duty (since 9/11/01) If so, # of days served				
34	Incur a penalty to "break" a savings certificate of deposit (CD)				
35	Purchase a hybrid or other fuel alternative vehicle				
36	Incur adoption expenses ----- a.) Did your employer provide adoption assistance ----- b.) Did you adopt a "special needs" child				
37	Pay alimony \$				
38	Purchase items online or out-of-state and not pay Illinois sales or use tax				
39	Contribute directly to a regular IRA (<u>Not</u> through an employer plan)				
40	Contribute to an IRA for a non-employed spouse				
41	Make "catch-up" contributions to a 401K, Roth or IRA (for ages 50 & older)				
42	Contribute to a Roth IRA <i>Are you aware of the AGI restrictions</i> YES NO				
43	Contribute to an employer-sponsored retirement plan (like a 401K)?				
44	Contribute to one of the Illinois college savings plans \$				
45	Cash in Series EE Savings Bonds (issued after 1989) to pay for education				
46	Contribute directly to a Health Savings Account HSA/MSA not through your employer				
47	Pay student loan interest				
48	Incur classroom expenses working as a K-12 teacher, principal, counselor, aide				
49	Incur any child or dependent care expenses in order for you to work ----- a.) If so, was the care provided at your home ----- b.) Pay for summer camp, preschool or kindergarten tuition				
50	Incur expenses related to miscellaneous income (such as income on a Form 1099)				
51	Pay substantial sales taxes on purchases (not including autos, boats & mobile homes)				
52	Pay sales tax on the purchase or lease of an automobile				
53	Pay sales tax on the purchase or lease of a boat or motor home				
54	Pay sales tax on home building materials (you must be deemed the purchaser)				

	Description <i>(check all that apply & provide all related documents)</i>	You	Spouse	Neither	Question
55	Incur personal losses (like fire, or thefts) cost you more than 10% of income out-of-pocket <i>(not including insurance reimbursements)</i>				
56	Incur job-related moving expenses				
57	Pay auto registration fees based on the value of your car? <i>(not in Illinois)</i>				
58	Purchase a principal residence Date of closing ----- a.) Pay points (or did the seller pay points) on your home purchase				
59	Take out a mortgage (2007 to 2011) & pay Private Mortgage Insurance (PMI)				
60	Pay mortgage interest on up to two homes				
61	Pay real estate taxes on any property you own				
62	Pay interest on a home equity loan (if under \$600 you may not receive Form 1098)				
63	Refinance your mortgage <i>(please provide settlement statement)</i> ----- a.) Pay points on your refinance Interest Rate Term ----- b.) Use refinance proceeds to improve your home ----- c.) Pay upfront PMI (private mortgage insurance) on your refinance				
64	Pay loan interest on assets (NOT your mortgage) like margin interest on stocks				
65	Incur medical expenses in excess of 7.5% of total income such as Lasik, dental, vision, tutoring fees for severe LD, and much more! ----- a.) Long-term care insurance premiums (limited by age) ----- b.) Long-term care services (assisted living, nursing homes, home care) ----- c.) Improvements to your home for medical reasons ----- d.) Incur mileage or other travel expenses in connection with medical services				
66	Incur impairment-related work expenses (handicapped employees)				
67	Incur gambling losses (deductible to the extent of gambling winnings)				
68	Give cash or check to recognized charities <i>You need proof of all donations!</i>				
69	Donate to an organization more than \$250 <u>in one day</u> (A receipt from the charity is required. Your cancelled check isn't enough.)				
70	Receive goods, meals or services in exchange for your donation				
71	Donate an auto/boat/plane to charity fair market value \$				
72	Incur auto mileage while working for charities How many miles				
73	Incur volunteer expenses (other than mileage) working for charities \$				
74	Donate non-cash items (like clothing, furniture, appliances, etc...) Does the total value of items donated exceed \$500 Yes No <i>(If yes, please refer to "Non-Cash Charitable Donation" section for more details)</i>				
75	Donate stocks or other appreciated assets to charity				
76	Pay for a partly tax-deductible membership (like a Zoo or museums) <i>(If yes, please contact the organization for the tax deductible amount)</i>				
77	Purchase auto license plates benefiting charitable organizations				

Description <i>(check all that apply & provide all related documents)</i>		You	Spouse	Neither	Question
Miscellaneous Itemized Deductions (limited by 2% of AGI)					
78	Pay union dues				
79	Purchase safety equipment, small tools and/or supplies for your job				
80	Receive less than 51 (Jan-June) or 55.5 (July to Dec) cents per mile reimbursement for work related mileage				
81	Buy employer-required uniforms used exclusively for work <i>(not suits)</i>				
82	Incur dry cleaning and/or laundering of <u>work required uniforms</u> <i>(not suits)</i>				
83	Purchase protective clothing such as hard hats, safety shoes etc...)				
84	Pay out of pocket for job required physicals				
85	Pay for professional subscriptions or books needed for your job				
86	Incur expenses to look for a new job (in your present occupation)				
87	Pay a convenience fee to pay federal income taxes by credit card?				
88	Pay for a safety deposit rental?				
89	Purchase gifts for business associates / employees (up to \$25 per person)?				
90	Pay for work travel, transportation, meals or entertainment (not reimbursed by your employer)				
91	Receive an allowance <u>(included in your W-2 wages)</u> for auto or other work expenses				
92	Use part of your home exclusively for work <u>for the convenience of your employer</u> (you will need a letter from your employer)				
93	Pay out of pocket for classes to maintain or improve skills <u>you must have</u> in your present job				
94	Pay (in 2011) for tax preparation, tax planning or electronic filing (we will record the amount you paid to Leslie on your tax return, if applicable)				
95	Incur accounting or legal fees in connection with income or losses shown on your tax return				
96	Incur investment expenses (financial advisors, clerical help, publications, office rent, computer equip & software etc...)				
97	Pay out-of-pocket for retirement account fees (or withdraw the amount from your retirement account as long as it is included in your taxable income)				
98	Incur transportation expenses between jobs (from one job to another) or from work to school				
99	Suffer losses in any Madoff-style schemes				
100	Pay college-level tuition for yourself or dependents (even through loans) ----- a.) Incur expenses for college books or other required supplies				
101	Pay more than \$250 n total for <u>K-12</u> in tuition, books & fees – only in Illinois				
102	Make STATE estimated income tax payments				
103	Make FEDERAL estimated income tax payments				
104	Qualify as a dependent on someone else's return				

Additional Questions		Yes	No	Question
105	<p>Did you purchase a home in the year 2010? YES...we mean 2010...this is used to prorate property taxes in states like IL where you pay property tax in arrears (for the prior year).</p> <p>If so, what date did you close? _____/_____/2010</p>			
106	<p>Make any gifts to an individual or trust of more than \$13,000? (There is no deduction for this, but you may be subject to additional filing requirements.)</p>			
107	<p>Did you make energy efficient home improvements (windows, doors, insulation, metal roof, furnace, air conditioning, hot water boilers, geothermal heat pumps, or advanced main air circulating fans)?</p> <p><u>See energystar.gov for details on which models qualify for the tax credit.</u> You can also ask the manufacturer or the installation company.</p> <p>If so, have you claimed an energy credit in the past? Yes No</p>			
108	<p>Are you anticipating significant changes to your 2012 income or deductions such that it may be necessary to adjust your withholding or make estimated tax payments?</p> <p>If so, please provide a brief explanation here:</p> <p>_____</p>			
109	<p>Have an interest or signature authority over any foreign financial accounts (with the equivalent of \$10,000 US Dollars or more in all accounts)? Please note: This question does not apply to foreign investments through US brokers.</p>			
110	<p>Did you own or have an interest in <u>foreign assets</u> (cash & property) valued at:</p> <p>a.) If you are a single filer or filing separately - \$50,000 at the end of the year, or \$75,000 at any point during the year.</p> <p>b.) If you are married filing jointly - \$100,000 at the end of the year, or \$150,000 at any point during the year.</p>			
111	<p>Were there any <u>changes</u> in 2011 to:</p> <p>Marital Status or Head of Household Status?</p> <p>Address? _____</p> <p>Dependents? (to add a dependent provide their name, social security # , date of birth and relationship), or list which dependent you will no longer claim)</p>			
112	<p>Were your dependents (ages 19 to 23) full-time students for at least 5 months?</p>			
113	<p>If you qualify for the Head of Household filing status, do you share living space (split expenses) with another adult(s) who could also claim Head of Household?</p>			
114	<p>Did you own a home in which your parents live?</p>			
115	<p>Did any of your children (now applies to children up to and including full-time students age 23) sell stock with a gross sale price of more than \$950?</p> <p>If so, do you want us to prepare the tax return(s)? Yes No</p>			
116	<p>Did any of your children (now applies to children up to and including full-time students age 23) receive interest or dividends over \$950?</p> <p>If so, do you want us to prepare the tax return(s)? Yes No</p>			

*****ALERT*** New Reporting Requirements for Foreign**

Accounts/Investments/Assets (not including foreign investments held by US brokers)

The IRS is cracking down on reporting world-wide income. If you have any connection to foreign financial accounts, direct investment in foreign businesses or ownership in foreign assets, please go back and review Questions #109 and #110 again. Penalties for non-compliance are outrageous (thousands of dollars - up to as much as 50% of the investment's value)! The new Form 8938 must be filed with your tax return. It is your responsibility to alert us regarding your foreign asset reporting requirement.

Form TDF 90-22.1 (to report ownership or signature authority over foreign bank accounts containing more than \$10,000 total) is filed separately and has to be received at the IRS by 6/30/12 (not postmark or mailing date). You need to make sure Form TDF 90-22.1 is filed on time. If you need assistance completing or filing this form, please let us know.

IRA Contributions:

I (we) may contribute to an IRA by 4/17/12 for immediate tax savings (please advise)

I (we) may contribute to a Roth IRA by 4/17/12 (for future tax benefits - please advise)

I (we) may contribute to some type of IRA for 2012 and would like more info

No Thanks. I (we) do not need any information on IRAs at this time

Electronic Filing

If you get a refund:

Direct Deposit

Paper Check

For Direct Deposit: Use the bank account shown on your prior year return (it is correct)

I (we) want to deposit the refund into more than one account

I (we) will provide new/additional account info:

Bank Name _____ Routing # (9 digits) _____ Acct # _____

Type: (checking or savings) (single or joint) *****Please note: If you are going to email this file back to us, please provide your bank information directly to our office.*****

If you owe taxes:

Electronically Withdraw Taxes from Bank Account on ____/____/____

(choose any date up to 4/17/12)

prefer to mail payment or

pay by credit card

Non Cash Charitable Donations

To help you value your charitable donations, use Intuit's "It's Deductible" online at:

<http://www.itsdeductibleonline.com>

(You will need to contact Intuit directly with questions regarding use of this online product.)

Please track each donation separately and provide us with:

Name & Address of Charity

Brief Description of Items Donated

Amount of Donation (using "it's deductible" or similar thrift shop values)

If Amount is \$500 or more, then provide average age of items & total original cost (estimate if necessary)

It will help substantiate your valuations, if you take pictures of the items you donate (keep these with your tax records).

We have a secure way to send you information electronically! Our system protects your private information and is very simple to use (even for those who aren't computer savvy). As additional security, we use a client designated password. We would send you an email containing a link to our secure site where you would download a file (in .pdf format). We will contact you prior to sending anything. Please provide the best email address & password to use for this purpose:

Email _____ Mother's Maiden Name _____
or alternate password

Items we most often request from clients:

1. Cost basis (date(s) purchased and amount(s) paid) for sales of stocks/bonds/mutual funds
2. Settlement statements for all real estate transactions
3. Real estate taxes paid outside of escrow
4. Name, address & tax IDs of daycare providers
5. Dependent social security numbers
6. Bank account information for direct deposit or auto withdrawal (*there is no way to correct this after your return has been transmitted*)
7. Out-of-state purchases for Illinois Use Tax

FOR SMALL BUSINESSES ONLY**(or if you have expenses related to "side income"):**

Questions for Businesses		Yes	No	Question
Business 1	Pay (in 2011) for tax preparation, tax planning or electronic filing? <u>Please note: We will record any amount you paid to Leslie (in 2011) directly on your tax return.</u>			
Business 2	Did you use your home as an office, or for business storage?			
Business 3	Do you have depreciable assets? If so, have you claimed depreciation on assets in prior years?			
Business 4	Did you sell or exchange business assets (equipment, autos, etc...)?			
Business 5	Did you have any business casualties or thefts?			
Business 6	Did you pay for health insurance for yourself and/or dependents? If so, was there any coverage from employer plans? Yes No			
Business 7	Did you or will you contribute to a business retirement plan for 2011?			
Business 8	Did you have any business loss carry forwards from prior years?			
Business 9	Did you incur business auto mileage? If so, do you have documentation of your mileage? Yes No			
Business 10	Do you have inventory at the end of the year (unsold product)?			
Business 11	Did you have unused substantial materials or supplies at year-end?			
Business 12	Did you have any partners or shareholders in this business?			
Business 13	Did you purchase an auto to use in this business?			
Business 14	Do you use a cell phone for this business?			
Business 15	Do you use DSL/internet/email for this business?			
Business 16	Did you pay an individual or LLC over \$600 for personal services (other than employees)? If so, did you file Form 1099 for each person or LLC? ** Yes No			
Business 17	Did you pay any employee wages?			
Business 18	If you paid any wages, did you file all required payroll forms (including W-2s)?			
Business 19	Did you lease any equipment?			
Business 20	Did you receive any payments from customers in advance (you haven't shipped product or performed services by year-end)?			

**Please Note: Penalties for Form 1099 (failure to file or late file) have increased. You could also be responsible for 28% backup withholding. Please let us know if you have any questions regarding filing this form.

Disclaimer: This client information worksheet is not tax advice - it is meant to be used along with the professional tax preparation services of Leslie J. Kotrba, CPA. The "yes" answers may or may not qualify as tax deductions.