2011
1040 CHECKLIST

This Checklist is designed to help you collect and report the information needed to prepare your 2011 income tax return.

You'll note the Miscellaneous Questions worksheet includes a variety of questions that are designed to assist you in completing your tax return. If you answer **Yes** to any of these questions, be sure to provide the applicable details.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

☐ Copy of your 2010 tax return (for 1st year clients).

☐ Original Form(s) W-2.

☐ Forms W-2G for gambling winnings.

☐ Schedule(s) K-1 showing income or loss from partnerships, S corporations or estates or trusts.

☐ Copies of other compensation or pension documentation. (Forms 1099R)

☐ Form(s) 1099 or statements reporting dividend, interest, Social Security or miscellaneous income.

☐ Brokerage statements showing investment transactions for stocks, bonds, etc.

☐ Form(s) 1098, for mortgage or student loan interest.

☐ Total amount paid for property taxes, including license tabs on vehicles.

☐ Total amount of medical expenses (including premiums paid) during 2011.

☐ The dollar amount of cash and non-cash contributions made during the year.

☐ Copies of closing statements regarding the sale or purchase of real property.

☐ List of all tax estimates paid and dates.

☐ All other information notices you have received or any items you have questions about.

This Checklist should make your task easier. It will also help us in the preparation of your tax return by focusing attention on your special needs. Thank you for your cooperation.

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PERSONAL QUESTIONS

Yes No

1. ***E-Mail address:*** ☐ ☐

____

Please provide your email address. It improves our service by eliminating phone tag when we have questions or need additional information.

2. Will the address on your 2011 Federal return be different from the one shown on your 2010 return? ☐ ☐
If **Yes**, enter the new address:

Street ______________________________
City ______________ State ____________ Zip ______________
Phone ______________ **Cell Phone:** ______________

3. Did your marital status change during 2011? ☐ ☐

4. Did you pay alimony during the tax year? ☐ ☐
If **Yes**, to ______________ SSN ______________ Amount __________

DEPENDENT QUESTIONS

Yes No

5. Were there any changes in dependents from the prior year? ☐ ☐
If **Yes**, please include name, social security number & date of birth.

Name ______________________________
S.S. # ______________ Date of Birth ______________

6. Do you have dependents who must file? ☐ ☐
If so, do you want us to prepare their returns? ☐ ☐

7. Are you being claimed as a dependent by another person? ☐ ☐

8. Do you have any children under age **19 or a full-time student under age 24** with unearned income greater than $1,900? ☐ ☐

9. Are you paying child care (nursery school, babysitting, household help) for your dependent children age 12 or under or a handicapped person in order for you to be gainfully employed, attend school, or look for a job? ☐ ☐
If **Yes**, how much did you pay in 2011? __________ Number of children? __________
IRS requires: *Name* ______________________________
Address ______________________________
Child care provider ID # ______________________________
of child care provider to claim the credit.

10. Did you pay any expenses related to the adoption of a child in 2011? ☐ ☐
How much?

11. Did you provide over half the support for any other person in 2011? ☐ ☐

DEPENDENT QUESTIONS (Continued)

		Yes	No
12.	If you are separated or divorced with child(ren), do you have a separation agreement or divorce decree that establishes custodial responsibilities?	☐	☐

INCOME QUESTIONS

		Yes	No
13.	Did you sell any stocks or bonds during the year? (If **Yes**, please attach broker's information related to the transactions.)	☐	☐
14.	Did you have foreign income or pay any foreign taxes in 2011?	☐	☐
15.	Did you incur any premature withdrawal penalties from a timed saving account? If **Yes**, amount of penalty $ __________	☐	☐
16.	Did you surrender any U.S. Series EE or I savings bonds during 2011?	☐	☐
17.	Did you use the proceeds from Series EE U.S. savings bonds purchased after 1989 to pay for higher education expenses?	☐	☐
18.	Did you make any withdrawals from an Education Savings or 529 Plan Account?	☐	☐
19.	Did you sell and/or purchase a principal residence or other real estate in 2011? If **Yes**, provide both the buyer's closing statement for when the original home and the new home were purchased as well as the seller's closing statement for the home sold.	☐	☐
20.	Did you receive any disability or unemployment payments this year?	☐	☐
21.	Did you make any contributions to or withdrawals from a Health Savings Account (HSA) or Medical Savings Account (MSA)?	☐	☐
22.	Did you realize a gain on property which was taken from you by destruction, theft, seizure or condemnation?	☐	☐
23.	Did you receive any income not included in the checklist?	☐	☐

DEDUCTION QUESTIONS

24.	Did you take out a home equity loan this year?	☐	☐
25.	Did you refinance your principal residence or 2nd home this year?	☐	☐
26.	Did you buy mortgage insurance in 2011?	☐	☐
27.	Did you make any donations of appreciated property?	☐	☐
28.	Do you have any worthless securities or uncollectible bad debts? (Bad debts with relatives usually are not deductible.)	☐	☐

DEDUCTION QUESTIONS (CONTINUED)

		Yes	No
29.	Did you pay any student loan interest or have any educational expenses in 2011? Please provide the statement or the amount.	☐	☐
30.	Did you pay any college tuition in 2011? Name of student ______________ Amount ______________ Name of school ______________ Year in School? ______________	☐	☐
31.	If either you or your spouse are self-employed, are either of you covered under an employer's health plan at another job?	☐	☐
32.	Did you pay out-of-pocket medical expenses (Co-Pays, Rx, etc.)?	☐	☐
33.	Do you have evidence from the charity to substantiate cash donations of $250 or more?	☐	☐
34.	Did you make any noncash (clothes, furniture, cars, etc.) donations? Do you have evidence from the charity to substantiate noncash donations of $500 or more?	☐	☐
35.	Did you have any business related educational expenses?	☐	☐
36.	Did you use an area of your home for business purposes? If so, we need square footage of the space used & total footage of the house. Please also include costs for home owners insurance, utilities, repairs & maintenance.	☐	☐
37.	Do you have records for business related travel and expenses? Information must include: amount, time and place, date and description of business gift(s), business purpose, and business relationship of recipient.	☐	☐
38.	Did you have any expenses related to seeking a new job during the year?	☐	☐
39.	Did you move because of a job change?	☐	☐
40.	Did you travel for any of the following reasons? # of miles # of miles Business ______________ Medical ______________ Charitable ______________ Moving ______________	☐	☐
41.	Did you make any out-of-state purchases (by telephone, internet, mail, or in person) on which the seller did not collect sales or use tax?	☐	☐

RETIREMENT QUESTIONS

42.	Do you or your spouse plan to retire in 2011?	☐	☐
43.	Did you or your spouse receive Social Security Benefits in 2011?	☐	☐
44.	Did you or your spouse reach age 70 ½ in 2011?	☐	☐

RETIREMENT QUESTIONS (CONTINUED)

		Yes	No
45.	Have you, or do you plan on contributing to an IRA, SEP, Keogh or SIMPLE plan for tax year 2011? If **Yes**, self $ ____________ IRA-SEP-Keogh-SIMPLE (circle one) spouse $ ____________ IRA-SEP-Keogh-SIMPLE (circle one)	☐	☐
46.	Are you or your spouse an active participant in an employer provided retirement plan such as pension, profit sharing, 401(k) or stock purchase plan?	☐	☐
47.	If you are subject to the IRA deduction limitations based on adjusted gross income, do you want to contribute the maximum allowed as a deduction?	☐	☐
	If **Yes**, are you planning to make any nondeductible IRA contributions?	☐	☐
48.	Did you receive payments from a pension or profit sharing plan?	☐	☐
	If **Yes**, did you use the proceeds to fund college tuition and costs, or were you a first time home buyer?	☐	☐
49.	Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?	☐	☐
50.	Did you make a contribution to a regular IRA or a Roth IRA?	☐	☐
51.	Did you convert any regular IRA's into Roth IRA's?	☐	☐

GENERAL QUESTIONS

		Yes	No
52.	Did you purchase a hybrid, alternative motor, or electric motor vehicle in 2011? Please provide make & model. ________________	☐	☐
53.	Were you notified by the Internal Revenue Service of changes to a prior year's return? (If **Yes**, enclose agent's report)	☐	☐
54.	Were you on Active Duty in the U.S. Armed Forces or outside the U.S. after the sale of your residence? If **Yes**, enter the dates of active duty (month, day, year) From: _________________ To: _________________	☐	☐
55.	Did you start a business, purchase a rental property or farm, or acquire interests in partnerships or S corporations?	☐	☐
56.	Did you make gifts of over $13,000 to an individual or trust or contribute to a prepaid tuition plan?	☐	☐
57.	Were there changes to a prior year's income, deductions, credits, etc. which would require filing an amended return?	☐	☐
58.	Would you like to designate $3 to the Presidential Election Campaign Fund? Checking "Yes" will not change your tax or reduce your refund.	☐	☐

GENERAL QUESTIONS (CONTINUED)

	Yes	No
59. If you are due a Federal or State refund, would you like them directly deposited into your checking or savings account? If **Yes**, provide the following: Type ☐ Checking ☐ Savings Routing # ____________________ Account # ____________________	☐	☐
60. Did you change any bank accounts that have been used to direct deposit your refunds?	☐	☐