

EAST COUNTY TAX PROFESSIONALS, INC

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Personal information is already filled out on the front page of your Organizer.

Check & Make any corrections: Filing status, dependents, address

**PLEASE FILL OUT QUESTIONNAIRE ENCLOSED! And SIGN PERMISSION SLIP!!
(IF MARRIED, BOTH SPOUSES MUST SIGN, mandatory, no exceptions!)**

C H E C K L I S T

Bring in, e-mail or Mail verification of INCOME= ALL COPIES, PLEASE!!!

- Wages ***** BRING/MAIL W-2's---ALL COPIES!!!!
- Social Security Income ***** BRING/MAIL Form 1099-SSA
- Pensions ***** BRING/MAIL Form 1099-R or W-2-P
- Unemployment Income ***** BRING/MAIL 1099-G
- IRA'S-any ROTH IRA conversions? (Yes or No) ***** BRING/MAIL 1099-R
- **State Refunds** ***** BRING/MAIL 1099-G

INTEREST OR DIVIDEND INCOME & STOCKS/BONDS

- Banks, etc. ***** BRING/MAIL IN Dec. Statement –1099-Int
- Investment company ***** BRING/MAIL IN Year end Stmt & 1099-Div
- Private Sale contracts ***** BRING/MAIL in Form 1098
Or provide NAME, ADDRESS, SSN of buyer if no Form 1098 is issued
- Stocks/Bonds: BRING/MAIL FORM 1099-B'S! Bring in **Cost of Stocks/Bonds!**
We NEED Entire Detail Of Stocks / Bonds Activities-purchases and reinvested div.

PROPERTY INCOME and SALES OF PROPERTY

- **Sale of Property**.... Was this INVESTMENT PROPERTY or YOUR HOME??
Was Business/Use of home ever taken on home? Yes/No
Bring/Mail in Purchase papers of property sold as well as Sales papers!

If these pertain to you:

- **Rental?** BRING / MAIL IN RENTAL WORKSHEET FOR RENTALS -SCH.E
- **Business?** BRING / MAIL IN BUSINESS WORKSHEET FOR - SCH. C
- **ANY K-1'S** FROM PARTNERSHIP, S-CORP, TRUST, ESTATE INCOME? BRING/MAIL IN

ANY OTHER INCOME

- **Alimony Income** ***** BRING/MAIL in proof of payments
- Federal or PERS Pension Refunds ***** BRING/MAIL in 1099's received!
- Gambling Winnings ***** BRING/MAIL in All 1099's
- **(If you have gambling winnings, please Bring in Gambling expenses)**
- Other Income _____
BRING/MAIL in the proof of any other income!!!
- **DID YOU FILE BANKRUPTCY?** _____ **DID YOU RECEIVE ANY 1099-C's?** Yes / No
- **DID YOU RECEIVE ANY 1099-A's?** Yes/ No **BRING in Bankruptcy papers or 1099-C or A**

NON TAXABLE INCOME -

- **THIS effects Taxable Soc.Security ONLY!**
- Bring/Mail 1099 or statements (from municipal bonds-tax exempt interest)
- Military or Parsonage Housing Allowance\$ _____ should be on W-2
- Disability Payments (Vets, Worker's comp, etc.) Non-taxable (does not incl. SSI)

TAX ESTIMATES PAID:	FEDERAL	STATE	Record here or bring checks
• 1 ST QTR: 4/15/11	_____	_____	_____
• 2 nd QTR: 6/15/11	_____	_____	_____
• 3 rd QTR: 9/15/11	_____	_____	_____
• 4 th QTR: 1/16/12	_____	_____	_____
• *Did you pay your state -12/31/11?	Yes	/	No

ITEMIZED DEDUCTIONS:	DEPENDENT CARE:
<u>MEDICAL DEDUCTIONS</u>	<u>DAY CARE PROVIDER:</u>
• Prescriptions: _____	(Bring in Receipt from provider(s))
• Medical Insurance: _____	Must have name, address, SSN/EIN
• Hospitals/Clinics/Drs & Dental _____	and Phone number
• Nursing hm/ home hlth cost _____	Name of child(ren) cared for and
• X-Rays/Labs _____	
• Glasses/Hearing Aids _____	AMOUNT PAID:\$ _____
• Other Medical deductions: _____	*****
• Total Medical Miles: _____ # of Miles	
• * Lodging for medical reasons _____	
Did Any H SA distributions pay for these medical expenses? Yes / No \$ _____	

TAXES	
• State Income Taxes _____	Back Year state taxes pd: _____
• Property Taxes _____	Back Year prop. Taxes pd: _____
• Other State Taxes _____	Back Yr. Other st. tax pd: _____
• Investment Property Taxes _____	Back Yrs. Invstmt prp tx pd: _____
• Car License Fees (REG) _____	

INTEREST PAID:	
• Mortgage Interest: _____	**was this refinance loan? Y/N
(Bring in Form 1098 from Banks or include copy when mailing) Reason: _____	
• Mortgage Int. paid to individual _____	bring in refinance title papers!
Name: _____	
Address: _____	
SSN: _____	VERY IMPORTANT TO GET SSN!
• Points Paid to acquire Loan: _____	
Length of contract: _____ years	

CONTRIBUTIONS
<i>LIST TO WHOM AND AMOUNT PAID ON SEPARATE PAPER!!</i>
• CASH/CHECKS: TOTAL PAID= \$ _____
• NONCASH : _____
(BRING/MAIL IN WORKSHEET OF DONATED ITEMS WITH \$ VALUE!)
• VOLUNTEER MILES _____ VOLUNTEER EXPENSES _____
*** NEW TAX LAW: Must have Receipts from now on for all Cash donations regardless of amount! Must have receipt say in "GOOD or like New condition" from the Charity! Fill out our worksheet we provide you for non-cash donations—request if you need one. Take extra worksheets to have for Year 2012 to fill out throughout the year!

MISC. DEDUCTIONS
• TAX PREP FEES FOR 2010 PREPARATION: _____
• ATTORNEY FEES OR INVESTMENT FEES: _____
• SAFETY DEPOSIT BOX FEE: _____
• EDUCATOR/ TEACHING SUPPLIES: _____

ALIMONY AMOUNT PAID OUT: _____ NEED TO WHOM PAID & SSN OF PERSON!

DO YOU HAVE ANY BACK YEARS TAXES NOT FILED YET? Y/ N

What year(s)? _____

IRA CONTRIBUTIONS: Taxpayer's: \$ _____ Spouse's: \$ _____

Was it a Roth or Traditional contribution? Roth Trad. _____

EMPLOYEE BUSINESS EXPENSES:

- UNION DUES _____ LODGING: _____
 - BUS. MEALS _____ TOOLS _____ SAFETY EQUIP _____
 - UNIFORMS _____ LAUNDRY _____ JOB SUPPLIES _____
 - DUES/SUBS. _____ EDUCATION _____ OTHER _____
 - CELL PHONE _____ LICENSES: _____
 - REQUIRED PHONE _____ AIR/TRAIN TRAVEL: _____
- #DAYS OUT OF TOWN: _____ for Per Diem purposes

JOB SEARCH COSTS: List item: _____ cost:\$ _____

DESCRIPTION OF VEHICLES

1. Year _____ Make _____ Model _____

2. Year _____ Make _____ Model _____

Purchase date: _____ Cost: _____

TRAVEL INFORMATION: Odometer Odometer

Veh.# Date in Service Reading 1/1 Reading 12/31 Total Mileage Bus.Miles

1. _____

2. _____

(IRS IS AUDITING THESE NOW.... SO PLEASE MAKE SURE YOU HAVE PROOF WITH MILEAGE RECORDS RECORDED ON A CALENDAR OR DAYTIMER APPT.BOOK!)

ARE YOU TAKING A HOME OFFICE DEDUCTION? Yes / No

IF YES, PLEASE ANSWER THE FOLLOWING:

OFFICE IN HOME SQ. FT: _____

REPAIRS/Maint.: _____

TOTAL SQ. FT. OF HOME: _____

CAPITAL IMPROVEMTS: _____

RENT PAID THRU YEAR: _____

MORTGAGE INTEREST: _____

TOTAL COST OF HOME: _____

PROPERTY TAXES: _____

Value of Building(s): _____

UTILITIES PAID YEAR: _____

Value of Land only: _____

COLLEGE Tuition COSTS: _____ Full or Part Time student?

(Bring in Financial Aid letter and Form 1098-T)

Student Loan Interest paid for tax year: _____

(Bring in 1098-E or letter from lender)

Any other information or questions you may have: _____

FILL THIS OUT OR FILL OUT FULL ORGANIZER (requested by you, this can be e-mailed) FOR OUR OFFICE PLEASE, so we can prepare an accurate tax return for you! (Thank-you.)

I am providing this information to my Tax Preparer and I hereby state these figures are accurate to the best of my ability and that I have receipts to back up all expenses:

Signature of Taxpayer and / or Spouse