

TAX ORGANIZER for the year ended December 31, 2011

Taxpayer

Spouse

NAME _____

SOC. SEC. # _____

OCCUPATION _____

BIRTHDATE _____

PHONE H _____ W _____ H _____ W _____

EMAIL ADDRESS: _____

ADDRESS _____

MARITAL STATUS AT DECEMBER 31 _____

Please list dependent children and other dependents for which you provided more than half of support in 2011. **Social Security numbers are now required for all dependents age 1 or over.** Also, for children age 18 and over, please indicate whether they are full-time students. If you are **separated or divorced** and have questions about whether or not you are entitled to a dependency deduction, please do not hesitate to contact us.

Full name	Date of birth	Social Security No.	Full-time student?

Does your child still qualify as a dependent?

- You must have provided more than half of the child's total support for the year.
- Your child must have less than \$3,650 of gross income. This test does not apply if the child is either under 19 or a full-time student under 24 at the end of the year. Please contact us if you have any questions.

I(We) would like our refund direct deposited into:

- The same bank account as last year,**
- A new or different account and I've included a voided check, or**
- None – I(We) don't want our refund direct deposited.**

GENERAL INFORMATION

Please provide all of original tax documents related to your 2011 income and expense items that have been provided to you. We will make copies of what we need for your files and return all of the originals to you.

NEW CLIENTS--Please enclose copies of your **2008, 2009, and 2010** federal and state returns for taxpayer and spouse. We will make copies of these for our files and return your copies to you.

Throughout the Organizer, where "T/S/J" is indicated please show T for Taxpayer, S for Spouse, or J for Joint.

Taxpayer Spouse

	YES	YES
Are you being claimed as a dependent on another's return for 2011?		
Were you 65 years of age or older on December 31, 2011?		
Are you legally blind?		
Are you disabled?		
Were you eligible to participate in a retirement plan at work?		
Do you wish to designate \$3 of your taxes to the Presidential Election Campaign Fund?		
Did you purchase, sell or refinance your principal home or second home, or did you make a home equity loan? If so, please provide the documentation.		
Was your home (or a portion of it) rented out or used for business during the year? If used for business, complete page 12 of the Organizer.		
Did you sell any stocks, bonds, or mutual fund investments? If so, please complete the chart on page 5 of the Organizer and supply the requested documentation.		
Did you have a foreign bank account during 2011, have any foreign income or pay any foreign taxes?		

Taxpayer

Spouse

	Taxpayer	Spouse
How much, if any, have you already contributed to your 2011 SEP or Simple Plan? (for self-employed individuals only)	\$	\$
How much, if any, did you receive in unemployment compensation during 2011? Please provide the 1099 received.	\$	\$
How much, if any, did you pay/receive in ALIMONY during 2011? (do not include child support)	\$	\$

Please enclose ALL of the following original documents with your information:

- All 2011 W-2's
- All 1099's received for **interest** and **dividends**
- Documents provided by your broker reporting the **sale of stocks and/or mutual fund** shares (1099-B). Be sure to provide the **purchase price** of the shares and the original date purchased on these documents. Complete the table on page 5 if you like.
- K-1's received from partnerships, estates, trusts, and S-corporations
- Documentation of any and all tax-exempt income received
- 1099-G received from any state from which a state income tax refund was received
- 1099-MISC reporting any other income that was received: director's fees, commissions, jury duty fees, and royalties
- 1099-R reporting retirement plan distributions
- Government documents reporting total **Social Security** income received

ESTIMATED TAX PAYMENTS MADE FOR 2011: PLEASE PROVIDE A COPY OF YOUR

CANCELLED CHECKS. (Even if we set you up to make estimated tax payments, please complete the table below to confirm the amounts of the payments and that the payments were timely made.)

	<u>Federal</u>		<u>State</u>	
	Date paid	Amount	Date Paid	Amount
2010 carryforward applied				
4/15/11 installment		\$		\$
6/15/11 installment		\$		\$
9/15/11 installment		\$		\$
1/16/12 installment		\$		\$
Other (list state and date)		\$		\$

RENT AND ROYALTY INCOME AND EXPENSES

(We strongly urge you to consider placing your rental properties into a Limited Liability Company, if you have not done so already. Please call us for additional information and an attorney referral if you need one.)

T/S	Address/Description of Property
A. —	_____
B. —	_____
C. —	_____
D. —	_____

	A.	B.	C.	D.
<u>INCOME:</u> Rents received				
Royalties received				
Advertising				
Auto and travel expenses				
Cleaning				
Insurance				
Legal and professional (do not include our fee)				
Licenses and permits				
Management fees				
Interest (include all Form(s) 1098)				
Painting and decorating				
Pest control				
Plumbing and electrical				
Repairs (description and approx date)				
Supplies				
Taxes				
Telephone				
Utilities				
Other expenses (list)				

Please list property improvements and fixed asset purchases on the following page. It is important to indicate the date of the expense and don't forget to include any sales tax or installation costs associated with the improvement.

Asset/Improvement Description	Date Acquired	Address of Prop	Cost (including sales tax)

FARM INCOME AND EXPENSES

Farm crop(s): _____

Income from **purchased** livestock:

Description	Purchase Date	Purchase Price	Sale Date	Sale Proceeds
		\$		\$
		\$		\$

Income from **raised** livestock/crops (please specify):

Description	Sale Proceeds	Sale Date
	\$	
	\$	

Other income: machine work, patronage dividends, CCC, etc. (please include any supporting documents)

\$ _____	\$ _____
\$ _____	\$ _____

Expenses:

Chemicals	\$	Machinery/equipment rent	\$
Custom hire	\$	Other rent	\$
Feed	\$	Repair & maintenance	\$
Fertilizer & lime	\$	Seed/plants purchased	\$
Insurance	\$	Supplies	\$
Interest paid	\$	Taxes	\$
Labor hired	\$	Other	\$

Farm use land, equipment, or vehicles purchased/sold during 2011:

Description	Purchase Date	Purchase Price	Sale Date	Sale Proceeds
		\$		\$
		\$		\$
		\$		\$

IRA'S

Traditional IRA Contributions: The maximum contribution is \$5,000 for 2011 and is due by 4/16/12. If you or your spouse is a participant in a retirement plan at work, then your contribution may be limited depending on your income level. If you would like for us to determine if you are eligible for a deductible contribution, please complete the information below. An individual who has attained age 50 by the end of the year is allowed an additional contribution of \$1000.

	<u>Taxpayer</u>	<u>Spouse</u>
Were you an active participant in an employer/self-employed pension, profit sharing, or stock bonus plan at any time during the year?	_____	_____
Would you like to contribute the maximum TRADITIONAL IRA?	_____	_____
Enter amount already paid into your 2011 IRA: (date paid: _____)	\$ _____	\$ _____

Roth IRA Contributions: The contribution limit is \$5,000 for 2011 and is due by 4/16/12. To the extent that you've funded a regular IRA for 2011, your available contribution to a Roth IRA is reduced. There are income limits associated with Roth IRA's so if you would like for us to determine if you are eligible to make a contribution, please complete the information below. An individual who has attained age 50 by the end of the year is allowed an additional contribution of \$1000.

	<u>Taxpayer</u>	<u>Spouse</u>
• Would you like to contribute the maximum ROTH IRA?	_____	_____
• Enter amount already paid into your 2011 IRA: (date paid: _____)	\$ _____	\$ _____

Coverdell Education Savings Account Contributions (formerly Educational IRA's): Joint filers can contribute up to \$2000 per designated beneficiary, subject to some income limitations, and the beneficiaries need not be your child or dependent. The contributions are not deductible, but grow tax deferred and distributions are tax free if the funds are used for "qualified education expenses". The definition of qualified education expenses was expanded in 2006 to include costs related to K-12 education, including home computers and educational software.

	<u>Taxpayer</u>	<u>Spouse</u>
• Would you like to make a contribution to a Coverdell Account, due 4/16/12?	_____	_____
• Enter amount already paid into this for 2011:	\$ _____	\$ _____
• If you received a distribution from a Coverdell Account, enter any qualified higher educational expenses incurred in 2011.	\$ _____	\$ _____

***Kansas Learning Quest contributions (and contributions to other states' 529 plans) were due by 12/31/11.**

TAXES:

Show here only the amounts that are **personal** expenses. Report any business portion on page 4, farm portion on page 7, or portion for rental property on page 6, taking care not to DUPLICATE your entries.

Real Estate taxes \$ _____
(Personal residence only)

Personal Property taxes \$ _____
(cars, boats, trailers, etc.)

Other taxes (please identify type).

_____ \$ _____

_____ \$ _____

INTEREST EXPENSE:

MORTGAGE INTEREST

<u>Institution Name</u>	<u>Amount</u>
	\$
	\$
	\$

Please provide the mortgage interest forms that you receive from the institutions.

Deductible points paid on refinancing in 2011 \$ _____ (Provide the closing statement)

Date points were paid _____ number of months over which new loan was financed _____

INVESTMENT INTEREST (Paid to carry investments in stocks, bonds, land held for future sale, Subchapter S corporations, partnerships, etc.)

Paid \$ _____ interest to _____ for investment in _____.

Note that investment interest is deductible only to the extent of investment income.

CHARITABLE CONTRIBUTIONS: New recordkeeping requirements: You will not be able to deduct a contribution, regardless of the amount, unless you keep as a record of the transaction a bank record (canceled check, bank copy of a canceled check, or bank statement containing the name of the charity, date and amount) or a written communication from the charity containing that information.

Cash contributions. Canceled checks are no longer sufficient to use as receipts for contributions of \$250 or more in a single transaction. The charity is required to provide you with a written receipt for your records.

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Transportation _____ miles for charitable purposes (14 cents/mile)

You must provide details for any **non-cash contributions** over \$500, including description, original cost, date of donation, estimated value, charity and its address in order for the deduction to be reported and taken on your return. (The spaces below should only be used for donations of less than \$500.)

_____	\$ _____
_____	\$ _____
_____	\$ _____

I(we) certify that I have read the substantiation requirements above and that I have the required substantiation in order to claim the charitable contributions that I(we) have submitted to you to be deducted on my(our) 2011 tax return.

_____	_____
Signature	Date

(We must have a signature in order to deduct the charitable contributions on your return. Thank you.)

MISCELLANEOUS ITEMIZED DEDUCTIONS:

Union dues	\$ _____	IRA Custodian Fee . . .	\$ _____
Tax preparation fee. . .	\$ _____	Safe deposit box. . . .	\$ _____
_____	\$ _____		

EDUCATORS NOTE: Please list your professional dues and journals, etc. under Employee Business Expenses on page 13.

DID YOU HAVE A JOB-RELATED MOVE DURING 2011?

If you moved during 2011, please go through the following checklist and make sure that you provide us with the following:

- State you moved from _____ and to _____,
- Date of move: _____,
- Number of miles from **old** workplace to **old** residence: _____,
- Number of miles from **old** residence to **new** workplace: _____, and
- Total amount spent on:
 - Transportation/shipping of belongings: _____
 - Travel and lodging (excluding meals) during move: _____
 - Any reimbursement by your employer **not** included in your W-2: _____

BUSINESS USE OF YOUR HOME

In general, expenses incurred in the use of a portion of your home for business purposes are only deductible if that portion of your home is used **EXCLUSIVELY and REGULARLY** for the business purpose. There have been numerous regulations and rulings issued on this area of tax law and if you are in doubt about the deductibility in your circumstance, please schedule an appointment or include a detailed description of your business use activities, including hours spent out of versus in your home office, activities that are performed in the office versus out of the office, etc.

Total square footage of residence: _____ Business use square footage: _____

If daycare provider, total number of days during 2011 that daycare was provided: _____

<u>Improvements</u> made in preparation of or for the business use:	Amount	Date
_____	\$ _____	_____

Total utilities paid during business use: \$ _____

Homeowners and other insurance paid during business use: \$ _____

OTHER EMPLOYEE OR SELF-EMPLOYED BUSINESS EXPENSES

Please list below any unreimbursed expenses incurred with regard to your job during 2011. Things like continuing education, dues, uniforms, publications, and small tools purchased should be listed.

Description: _____	\$ _____
Description: _____	\$ _____
Description: _____	\$ _____
Description: _____	\$ _____

Vehicle expenses: (Please do not duplicate information on the Itemized Deduction section.) Use this section for both unreimbursed mileage incurred as an employee or your business mileage as a self-employed person. Per IRS regulations, **you must keep a written log** of the business miles driven during the year, including date(s) of travel, where traveled and business purpose.

Vehicles you own:	Vehicle 1	Vehicle 2	Vehicle 3
Vehicle model and year			
Taxpayer or Spouse?			
Date placed in service			
Total miles driven on the vehicle during 2011:			
Business miles driven during 2011 (not commuting)			
Miles driven 1/1/11 – 6/30/11 (51 cents/mile)			
Miles driven 7/1/11 – 12/31/11 (55.5 cents/mile)			
Commuting miles driven during 2011			
Parking fees and tolls	\$	\$	\$
Personal property tax paid (do not duplicate on pg 10)			
<u>Optional</u> actual expenses method (If you have elected to use this method, instead of mileage method, please provide a complete listing of all of your actual vehicle expenses.)			

I certify that I understand that in order to meet IRS regulations concerning mileage substantiation, I must maintain a mileage log in order to deduct business related mileage. I have adequate substantiation to properly claim the above mileage expenses.

Signature **Date**

(We must have a signature in order to deduct the automobile expenses on your return. Thank you.)

