

TAX ORGANIZER

Dear New Client,

Enclosed is your Tax Organizer for tax year 2011.

Your Organizer contains several sections that include common expenses and deductions that many taxpayers overlook. Please review these sections carefully. Depending upon your tax bracket, you may save as much as \$35 for each \$100 in deductible expenses you find in your 2011 records.

If our firm prepared your return last year, your prior year amounts are included in the Prior Year Amount column of your Organizer. Use this information to help you remember the types of income and deductions you reported last year.

To complete the Organizer, enter all relevant information in the designated areas on each page. Please add any notes or questions that will help us prepare a complete and accurate return for you and to plan with you how to manage your tax situation in future years.

If you answer 'Yes' to any of the General Business and Investment questions, please provide detailed information with your answer.

We have scheduled your appointment for:

Date: Call or email for an appointment

When you arrive for your appointment, please bring your Organizer and any of the following that apply to your tax situation:

- Last year's tax return (if not in our possession)
- Original Form(s) W-2
- Schedule(s) K-1 from partnerships, S-corporations, estates or trusts
- Information about contributions to a pension or other retirement plan if this is the first year you received income from the plan
- Form(s) 1099 or statements reporting dividend, interest, retirement or other income
- Broker statements providing details of capital gains transactions
- Form(s) 1098 and copies of real estate tax bills, etc.
- Legal documents pertaining to the sale or purchase of real property

If you have any questions before your scheduled appointment, please give us a call.

Sincerely,

Paul Jones
Paul W. Jones, CPA
4766 S. Holladay Blvd
Salt Lake City, UT 84117
(801) 859-1478
paul@pauljonescpa.com

Paul W. Jones, CPA
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January 27, 2012

Client

Dear New Client,

Thank you for choosing our firm to prepare your income tax returns for tax year 2011. This letter confirms the services we will provide.

We will prepare your federal and state returns for tax year 2011 based on information you provide. Although our work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so that we can prepare accurate and complete returns for you.

It is your responsibility to provide all necessary information related to income and deductions for tax year 2011, and to respond to our inquiries in a timely manner so that we are able to accurately complete your returns by the appropriate due dates.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates is your responsibility.

If your returns are later selected for review or audit by taxing authorities, we will be glad to assist or represent you if you desire. Our fees for preparing your returns do not include time that might be necessary to assist you during a taxing authority review.

Our fees for preparation of your returns are based upon our standard billing rates plus out-of-pocket expenses. Our invoices are due and payable upon presentation.

If this letter accurately summarizes your understanding of our agreement relating to the preparation of your tax returns, please sign the enclosed copy in the space indicated and return it to us.

Thank you again for choosing our firm to prepare your 2011 tax return. We appreciate your business.

Sincerely,

Paul W. Jones, CPA

Accepted by:

Client

Date _____

Date _____

General Information

Taxpayer

First Name
 Middle Initial
 Last Name
 Suffix
 Social Security Number
 Date of Birth

Spouse

Check ("X") which phone number to list on return.

Home Phone
 Work Phone
 Cell Phone
 Fax Number

Legally Blind
 Totally Disabled
 Claimed as a Dependent
 Presidential Election Fund (\$3)

Occupation
 E-mail address

State of Residence as of 12/31
 County of Residence as of 12/31
 School District as of 12/31

Sales tax rate of locality in 2011 %
 If Part Year, Period of Residency to

%
 to

Filing Status

Status on 2010 return :

- Status as of 12/31/2011 : **1** Single
- Enter ("X") in the box **2** Married filing joint
- 3** Married filing separately
(Enter spouse's name and SSN above)

4 Head of Household Non-dependent name: _____
Non-dependent SSN: _____

5 Qualifying widow(er) with minor child Year spouse died _____

Address

Street _____ Apt/Suite : _____

City _____ State _____ Zip Code _____

If address is in a foreign country, enter that country _____

If a bona fide resident of a U.S. territory, enter territory _____

Questions

If any of the following items apply to you or your spouse, please "X" the appropriate box and if possible, include details.

Basic Information

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1 Did your marital status change since last year?
<input type="checkbox"/>	<input type="checkbox"/>	2 Are there any changes in your dependents from last year?
<input type="checkbox"/>	<input type="checkbox"/>	3 Did you have any children under 19 (or 24 if a full time student) who received more than \$950 in investment income?
<input type="checkbox"/>	<input type="checkbox"/>	4 Are all your dependents either US residents or citizens?
<input type="checkbox"/>	<input type="checkbox"/>	5 Did you provide over half of the support for someone you aren't claiming as a dependent?
<input type="checkbox"/>	<input type="checkbox"/>	6 Are you being claimed (or are eligible to be claimed) as a dependent on anyone else's return?
<input type="checkbox"/>	<input type="checkbox"/>	7 Were either you or your spouse in the military or National Guard?
<input type="checkbox"/>	<input type="checkbox"/>	8 Did you purchase or sell your principal residence?
<input type="checkbox"/>	<input type="checkbox"/>	9 Have you been notified by the IRS of changes to a prior year's return, or received any other tax correspondence?
<input type="checkbox"/>	<input type="checkbox"/>	10 Were there any changes to a prior year's income, deductions, or credits?
<input type="checkbox"/>	<input type="checkbox"/>	11 Did you make gifts of more than \$13,000 to any one person?
<input type="checkbox"/>	<input type="checkbox"/>	12 Did you file Form 8839, Adoption Credit, in a previous year or incur adoption expenses in 2011?
<input type="checkbox"/>	<input type="checkbox"/>	13 Did you claim a First-time Homebuyer Credit for a home purchased in 2008?
<input type="checkbox"/>	<input type="checkbox"/>	14 Did you have a disposition or change in use of your main home for which you claimed the First-time Homebuyer Credit in 2008, 2009 or 2010?
<input type="checkbox"/>	<input type="checkbox"/>	15 Do you want to e-file your return?
		16 If you are due a refund, how do you want to receive it?
		<input type="checkbox"/> Check sent to you in the mail
		<input type="checkbox"/> Western Union® Reloadable MoneyWise™ Prepaid MasterCard®
		<input type="checkbox"/> Apply to next year's estimates
		<input type="checkbox"/> Other quick refund via a bank product
		<input type="checkbox"/> Direct deposit (please provide a voided blank check) Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
		If you owe taxes, how do you want to pay them?
		<input type="checkbox"/> Paper check sent with my return
		<input type="checkbox"/> Credit card
		<input type="checkbox"/> Direct debit from my bank account (please provide a voided blank check) Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings

Income

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	17 Did you have an interest in or signature authority over a financial account in a foreign country?
<input type="checkbox"/>	<input type="checkbox"/>	18 Were you the grantor of or transferor to a foreign trust?
<input type="checkbox"/>	<input type="checkbox"/>	19 Did you receive income from a foreign source or pay taxes to a foreign government?
<input type="checkbox"/>	<input type="checkbox"/>	20 Did you barter your services for goods or services from someone else?
<input type="checkbox"/>	<input type="checkbox"/>	21 Did you receive any tax-exempt income, such as interest or dividends from municipal bonds or a mutual fund account?
<input type="checkbox"/>	<input type="checkbox"/>	22 Did you make a loan to someone at an interest rate below market rate?
<input type="checkbox"/>	<input type="checkbox"/>	23 Did you receive, or expect to receive, a Schedule K-1 (or substitute K-1) from a trust, estate, partnership, or S corp?
<input type="checkbox"/>	<input type="checkbox"/>	24 Did you cash in any U.S. savings bonds?
<input type="checkbox"/>	<input type="checkbox"/>	25 Did you own an interest in a Real Estate Mortgage Investment Conduit (REMIC)?
<input type="checkbox"/>	<input type="checkbox"/>	26 Did you itemize your deductions in a previous year and receive a state or local refund, or a refund of any other deduction you itemized, in 2011? (If yes, attach Form 1099-G)
<input type="checkbox"/>	<input type="checkbox"/>	27 Did you receive disability income?
<input type="checkbox"/>	<input type="checkbox"/>	28 Do you have gambling winnings? (If yes, be sure to include in gambling expenses)
<input type="checkbox"/>	<input type="checkbox"/>	29 Did you receive any unemployment benefits?
<input type="checkbox"/>	<input type="checkbox"/>	30 During 2011, did you receive payments from a Long-Term Care insurance contract?
<input type="checkbox"/>	<input type="checkbox"/>	31 Did you receive employer-provided adoption benefits for a previous year?
<input type="checkbox"/>	<input type="checkbox"/>	32 Did you receive any distributions from a retirement plan? (If Yes, attach all 1099-Rs)
<input type="checkbox"/>	<input type="checkbox"/>	33 Did you "roll over" a retirement plan distribution into another plan?
<input type="checkbox"/>	<input type="checkbox"/>	34 Did you receive Social Security benefits?

Questions (Cont.)

If any of the following items apply to you or your spouse, please "X" the appropriate box and if possible, include details.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 35 Did you convert a traditional IRA to a Roth IRA? |
| <input type="checkbox"/> | <input type="checkbox"/> | 36 Did you exchange any securities or investments for something other than cash? |
| <input type="checkbox"/> | <input type="checkbox"/> | 37 Do you have any short sales, commodity sales, or straddles? |
| <input type="checkbox"/> | <input type="checkbox"/> | 38 Did you receive Form 2439? |
| <input type="checkbox"/> | <input type="checkbox"/> | 39 Did you buy or sell any bonds? |
| <input type="checkbox"/> | <input type="checkbox"/> | 40 Did you receive stock from a stock bonus plan with your employer? |
| <input type="checkbox"/> | <input type="checkbox"/> | 41 Did you sell any other personal assets at a gain? |
| <input type="checkbox"/> | <input type="checkbox"/> | 42 Did you sell any real estate (other than your home) during the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 43 Did you sell any assets using the installment method? |
| <input type="checkbox"/> | <input type="checkbox"/> | 44 Did you receive proceeds from a prior year installment sale? |
| <input type="checkbox"/> | <input type="checkbox"/> | 45 Did you purchase a rental property? |
| <input type="checkbox"/> | <input type="checkbox"/> | 46 Did you exchange any property for other property? |
| <input type="checkbox"/> | <input type="checkbox"/> | 47 Did you receive any income not reported in this Organizer? |

Business and Rental Property Income

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 48 If you own rental property, do you qualify as a Real Estate Professional? |
| <input type="checkbox"/> | <input type="checkbox"/> | 49 Did you start or acquire a new business? |
| <input type="checkbox"/> | <input type="checkbox"/> | 50 Did you sell any part of an existing business, or sell business assets? |
| <input type="checkbox"/> | <input type="checkbox"/> | 51 Did you cease operating any business or rental property? |
| <input type="checkbox"/> | <input type="checkbox"/> | 52 Did you remove any of your business assets for personal use? |

Business and Rental Property Deductions

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 53 Did you use part of your home for business purposes? |
| <input type="checkbox"/> | <input type="checkbox"/> | 54 Did you make any contributions to a Keogh or a self-employed SEP plan for 2011? |
| <input type="checkbox"/> | <input type="checkbox"/> | 55 Do you pay for any health or long term care insurance through your business? |
| <input type="checkbox"/> | <input type="checkbox"/> | 56 If you or your spouse are self-employed, are either of you covered under an employer's health plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | 57 Did you purchase any furniture or equipment for your business? |

Other Deductions

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 58 Did you make any contributions, or plan to make contributions, to a traditional or Roth IRA for 2011? |
| <input type="checkbox"/> | <input type="checkbox"/> | 59 Did you make any contributions to HSA (Health Savings Account) in 2011? |
| <input type="checkbox"/> | <input type="checkbox"/> | 60 Did you use your car on the job (other than to and from work)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 61 Did you work out of town for part of the year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 62 Did you incur any travel and entertainment expenses for business purposes? |
| <input type="checkbox"/> | <input type="checkbox"/> | 63 Did you pay expenses for the care of your child or other dependent so you could work? |
| <input type="checkbox"/> | <input type="checkbox"/> | 64 Did you lose property or have damage to a property due to a casualty, theft, or condemnation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 65 Did any security become worthless during 2011? |
| <input type="checkbox"/> | <input type="checkbox"/> | 66 Did any debts become uncollectible during 2011? |
| <input type="checkbox"/> | <input type="checkbox"/> | 67 Did you purchase a 'clean fuel' or electric hybrid vehicle in 2011? |
| <input type="checkbox"/> | <input type="checkbox"/> | 68 Did you contribute less than an entire interest in any property to charity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 69 Did you refinance a mortgage or take out a home equity loan during 2011? |
| <input type="checkbox"/> | <input type="checkbox"/> | 70 Did you incur moving expenses during the year due to a change of employment? |
| <input type="checkbox"/> | <input type="checkbox"/> | 71 Did you pay any educational tuition or fees for you or a dependent? |
| <input type="checkbox"/> | <input type="checkbox"/> | 72 Did you pay any student loan interest? |
| <input type="checkbox"/> | <input type="checkbox"/> | 73 Did you make any federal or state estimated payments? |
| <input type="checkbox"/> | <input type="checkbox"/> | 74 Did you make any energy efficient improvements to your main home in 2011? |

Name Client

SSN _____

Wages and Retirement Income

W-2 Information

Enter "X"
if spouse

W-2	Employer's Name	Box 1 Wages, Tips Other Comp	Box 2 Federal Income Tax Withheld	Box 16 State Wages	Box 17 State Income Tax Withheld
<input type="checkbox"/>	1				
<input type="checkbox"/>	2				
<input type="checkbox"/>	3				
<input type="checkbox"/>	4				
<input type="checkbox"/>	5				
<input type="checkbox"/>	6				
<input type="checkbox"/>	7				
<input type="checkbox"/>	8				
<input type="checkbox"/>	9				
<input type="checkbox"/>	10				
<input type="checkbox"/>	11				
<input type="checkbox"/>	12				
<input type="checkbox"/>	13				
<input type="checkbox"/>	14				
<input type="checkbox"/>	15				

1099-R Information

	Payer's Name	Box 1 Gross Distribution	Box 4 Federal Income Tax Withheld	Box 12a State Distribution	Box 10a State Income Tax Withheld
<input type="checkbox"/>	1				
<input type="checkbox"/>	2				
<input type="checkbox"/>	3				
<input type="checkbox"/>	4				
<input type="checkbox"/>	5				
<input type="checkbox"/>	6				
<input type="checkbox"/>	7				
<input type="checkbox"/>	8				
<input type="checkbox"/>	9				
<input type="checkbox"/>	10				
<input type="checkbox"/>	11				
<input type="checkbox"/>	12				
<input type="checkbox"/>	13				
<input type="checkbox"/>	14				
<input type="checkbox"/>	15				

Name Client

SSN _____

Foreign Employer Compensation & Pension

Enter "X"

if spouse

	Foreign employer's name	Employer Compensation	Gross Pension	Taxable Pension
<input type="checkbox"/>	1			
<input type="checkbox"/>	2			
<input type="checkbox"/>	3			
<input type="checkbox"/>	4			
<input type="checkbox"/>	5			
<input type="checkbox"/>	6			
<input type="checkbox"/>	7			
<input type="checkbox"/>	8			
<input type="checkbox"/>	9			
<input type="checkbox"/>	10			
<input type="checkbox"/>	11			
<input type="checkbox"/>	12			
<input type="checkbox"/>	13			
<input type="checkbox"/>	14			
<input type="checkbox"/>	15			

Name Client

SSN _____

Interest Income

Please provide copies of all Form 1099-INT or other statements reporting interest income.

* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J	Payer		Taxable Interest Income		Tax Exempt Interest		Specified Priv Act Interest	
			Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount
<input type="checkbox"/>	1	1					
<input type="checkbox"/>	2	2					
<input type="checkbox"/>	3	3					
<input type="checkbox"/>	4	4					
<input type="checkbox"/>	5	5					
<input type="checkbox"/>	6	6					
<input type="checkbox"/>	7	7					
<input type="checkbox"/>	8	8					
<input type="checkbox"/>	9	9					
<input type="checkbox"/>	10	10					
<input type="checkbox"/>	11	11					
<input type="checkbox"/>	12	12					
<input type="checkbox"/>	13	13					
<input type="checkbox"/>	14	14					
<input type="checkbox"/>	15	15					
<input type="checkbox"/>	16	16					
<input type="checkbox"/>	17	17					
<input type="checkbox"/>	18	18					
<input type="checkbox"/>	19	19					
<input type="checkbox"/>	20	20					

Dividend Income

Please provide copies of all Form 1099-DIV or other statements reporting dividend income.

* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J	Payer		Ordinary Dividends		Qualified Dividends		Capital Gains	
			Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount
<input type="checkbox"/>	1	1					
<input type="checkbox"/>	2	2					
<input type="checkbox"/>	3	3					
<input type="checkbox"/>	4	4					
<input type="checkbox"/>	5	5					
<input type="checkbox"/>	6	6					
<input type="checkbox"/>	7	7					
<input type="checkbox"/>	8	8					
<input type="checkbox"/>	9	9					
<input type="checkbox"/>	10	10					
<input type="checkbox"/>	11	11					
<input type="checkbox"/>	12	12					
<input type="checkbox"/>	13	13					
<input type="checkbox"/>	14	14					
<input type="checkbox"/>	15	15					
<input type="checkbox"/>	16	16					
<input type="checkbox"/>	17	17					
<input type="checkbox"/>	18	18					
<input type="checkbox"/>	19	19					
<input type="checkbox"/>	20	20					

Name Client

SSN _____

Alimony Received

* F/S - enter ownership (F)iler or (S)pouse.

Payer		Current Year Amount	Prior Year Amount
<input type="checkbox"/> F/S*	1		
<input type="checkbox"/>	2		
<input type="checkbox"/>	3		
<input type="checkbox"/>	4		
<input type="checkbox"/>	5		
<input type="checkbox"/>	6		
<input type="checkbox"/>	7		
<input type="checkbox"/>	8		
<input type="checkbox"/>	9		

Alimony Paid

* F/S - enter ownership (F)iler or (S)pouse.

Recipient's Name		Recipient's SSN	Current Year Amount	Prior Year Amount
<input type="checkbox"/> F/S*	1	1		
<input type="checkbox"/>	2	2		
<input type="checkbox"/>	3	3		
<input type="checkbox"/>	4	4		
<input type="checkbox"/>	5	5		
<input type="checkbox"/>	6	6		
<input type="checkbox"/>	7	7		
<input type="checkbox"/>	8	8		
<input type="checkbox"/>	9	9		

Name Client

SSN _____

Business _____

Self-Employed Business Expenses Cont. (Schedule C)

Expenses		Current Year Amount	Prior Year Amount
41	Advertising	41	
42	Contract labor	42	
43	Commissions and fees	43	
44	Depletion	44	
45	Employee benefit programs (other than on line 51)	45	
46	Insurance (other than health)	46	

Interest:

47	Mortgage (paid to banks, etc.)	47	
48	Other	48	

49	Legal and professional services	49	
50	Office expense	50	
51	Pension and profit-sharing plans	51	

Rent or Lease:

52	Machinery rental or lease	52	
53	Equipment rental or lease	53	
54	54	
55	55	
56	56	
	Other business property rental or lease		
57	57	
58	58	
59	59	

60	Repairs and maintenance	60	
61	Supplies (not included in inventory cost of goods sold)	61	
62	Taxes and licenses	62	

Travel, Meals, and Entertainment:

Travel

63	63	
64	64	
65	65	
66	66	

Meals and entertainment

67	Enter "X" in the box if subject to DOT hours of service limits	67	<input type="checkbox"/>	<input type="checkbox"/>
68	68		
69	69		
70	70		
71	71		

72	Utilities	72	
73	Wages	73	

Other Expenses

74	74	
75	75	
76	76	
77	77	
78	78	
79	79	
80	80	
81	81	
82	82	

Name Client

SSN _____

Business _____

Vehicle Information (Schedule C)

Vehicle 1 - **Vehicle 2 -**

	Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount
1 Date vehicle was placed in service . . . 1				
2 Cost of vehicle 2				
3 Total miles driven for the year 3				
4 Business miles driven during the year . . . 4				
January 1 to June 30				
July 1 to December 31				
5 Commuting miles included on line 3 . . . 5				
6 Parking fees and tolls 6				
7 Vehicle Interest 7				
8 Vehicle Personal Property tax 8				

Actual Expenses

9 Gasoline, oil and repairs 9				
10 Vehicle Insurance 10				
11 Vehicle registration fees 11				
12 Vehicle lease or rental 12				
13 ----- 13				

Vehicle 3 - **Vehicle 4 -**

	Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount
1 Date vehicle was placed in service . . . 1				
2 Cost of vehicle 2				
3 Total miles driven for the year 3				
4 Business miles driven during the year . . . 4				
January 1 to June 30				
July 1 to December 31				
5 Commuting miles included on line 3 . . . 5				
6 Parking fees and tolls 6				
7 Vehicle Interest 7				
8 Vehicle Personal Property tax 8				

Actual Expenses

9 Gasoline, oil and repairs 9				
10 Vehicle Insurance 10				
11 Vehicle registration fees 11				
12 Vehicle lease or rental 12				
13 ----- 13				

Name Client

SSN _____

Sale of Stocks, Bonds, Real Estate, and Other Non-Business Assets

* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J	Description	Date Acquired	Date Sold	Gross Sales Price (Less expenses of sale)	Cost or Other Basis
1					
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43					
44					
45					

Name Client

SSN _____

K-1 Income

Please provide copies of all Schedule K-1s, or other statements, reporting income from partnerships, S corporations, or estates and trusts.

* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J	Entity Name
1
2
3
4
5
6
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50

Enter "S" if K1 (1120S)
Enter "P" if K1 (1065)
Enter "E" if K1 (1041)

		Unreimbursed Partnership Exp. Current Year
1		
2		
3		
4		
5		
6		
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8		
9		
10		
11		
12		
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Miscellaneous Income

		Filer		Spouse	
		Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount
1	Refund from state			1	
2	Unemployment compensation			2	
3	Prizes and awards			3	
4	Scholarships and fellowships			4	
5	Bartering income			5	
6	Fees received for jury duty			6	
7	Income from rental of personal property, if not in the business of renting such property			7	
8	Precinct election board duty			8	
9	Alaska Permanent Fund Dividends			9	
10	-----			10	
11	-----			11	
12	-----			12	
13	Other income not provided for in this Organizer			13	

Adjustments to Income

* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J		Current Year Amount	Prior Year Amount
<input type="checkbox"/>	1 Educator expenses		
<input type="checkbox"/>	2 Student loan interest		
<input type="checkbox"/>	3 Health Savings account deduction		
<input type="checkbox"/>	4 Moving expenses		
<input type="checkbox"/>	5 Self-employed SEP, SIMPLE, or other qualified plans		
<input type="checkbox"/>	6 Penalty on early withdrawal of savings		
<input type="checkbox"/>	7 Tuition and fees		

Miscellaneous Deductions

* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J		Current Year Amount	Prior Year Amount
<input type="checkbox"/>	1 Performing-arts-related expenses		
<input type="checkbox"/>	2 Foreign housing deduction		
<input type="checkbox"/>	3 Jury duty pay given to your employer		
<input type="checkbox"/>	4 Reforestation amortization		
<input type="checkbox"/>	5 Repayment of sub-pay under the Trade Act of 1974		
<input type="checkbox"/>	6 Contributions to Section 501(c)(18) pension plans		
<input type="checkbox"/>	7 Attorney fees and court costs paid for actions settled or decided after October 22, 2004 involving unlawful discrimination claims, but only to the extent of gross income from such actions.		
<input type="checkbox"/>	8 Employee business expenses of fee-basis state or local government officials		
<input type="checkbox"/>	9 Expenses from the rental of personal property but were not in the business of renting such property		
<input type="checkbox"/>	10 Contributions by chaplains to section 403(b) plans		
<input type="checkbox"/>	11 Archer MSA deduction		
<input type="checkbox"/>	12 -----		
<input type="checkbox"/>	13 -----		

Name Client

SSN _____

IRA Contribution Information

Traditional IRA Contributions

Filer

- 1 Enter total traditional IRA contributions made for 2011 1
- 2 Enter contributions, on line 1, made after 12/31/2011 and before 04/15/2012 2
- 3 Enter value of all traditional IRAs as of 12/31/2011 3

Current Year Amount	Prior Year Amount

Spouse

- 4 Enter total traditional IRA contributions made for 2011 4
- 5 Enter contributions, on line 4, made after 12/31/2011 and before 04/15/2012 5
- 6 Enter value of all traditional IRAs on 12/31/2011 6

Roth Contributions

Filer

- 1 Enter 2011 Roth IRA contributions 1
- 2 Enter value of all Roth IRAs on 12/31/2011 2

Current Year Amount	Prior Year Amount

Spouse

- 3 Enter 2011 Roth IRA contributions 3
- 4 Enter value of all Roth IRAs on 12/31/2011 4

SIMPLE IRA

Filer

- 1 Enter value of all SIMPLE IRAs on 12/31/2011 1

Current Year Amount	Prior Year Amount

Spouse

- 2 Enter value of all SIMPLE IRAs on 12/31/2011 2

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Education IRA (Coverdell ESA)

Filer

- 1 Enter 2011 Coverdell ESA contributions 1
- 2 Enter value of the Coverdell ESA on 12/31/2011 2

Current Year Amount	Prior Year Amount

Spouse

- 3 Enter 2011 Coverdell ESA contributions 3
- 4 Enter value of the Coverdell ESA on 12/31/2011 4

Name Client

SSN _____

Taxes - Itemized Deductions

Real Estate Taxes

23 Principal residence 23

Real Estate Not Held For Investment

24 24

25 25

26 26

27 27

28 28

Real Estate Held For Investment

29 29

30 30

31 31

32 32

33 33

34 Personal property taxes 34

Other Taxes

35 35

36 36

37 37

Current Year Amount	Prior Year Amount

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Name Client

SSN _____

Interest - Itemized Deductions

Home Mortgage Interest and Points Reported on Form 1098

		Current Year Amount	Prior Year Amount
38	Lender	38	
39	Lender	39	
40	Lender	40	
41	Lender	41	

Home Mortgage Interest Not Reported on Form 1098

42	Name:	42		
	Address:			
	SSN:			

43	Mortgage insurance paid on 2011 acquisition indebtedness for principal residence	43		
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Refinancing Points

44	Description	44		
	Points paid			
	Date of loan			
	Total number of scheduled loan payments			
	Number of payments made in 2011			
45	Description	45		
	Points paid			
	Date of loan			
	Total number of scheduled loan payments			
	Number of payments made in 2011			
46	Description	46		
	Points paid			
	Date of loan			
	Total number of scheduled loan payments			
	Number of payments made in 2011			

47	Investment interest paid	47		
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Name Client

SSN _____

Unreimbursed Employee Expenses - Itemized Deductions

		Current Year Amount	Prior Year Amount
<i>List car, truck, transportation, meals and entertainment expenses on Employee Expenses tab</i>			
48	Union dues	48	
49	Professional journals and subscriptions	49	
50	Uniform and protective clothing costs and cleaning	50	
51	Job search costs (resumes, travel, postage, etc.)	51	
52	52	
53	53	
54	54	
55	55	
56	56	
57	57	
58	58	

Other Miscellaneous Expenses - Itemized Deductions

		If investment related enter "X"	Current Year Amount	Prior Year Amount
59	Certain attorney and accounting fees		59	
60	Safe deposit box rental		60	
61	IRA Custodial fees		61	
62	Investment counsel and advisory fees		62	
63		63	
64		64	
65		65	
66		66	
67		67	
68		68	
69		69	
70		70	
71		71	
72		72	
73		73	
74		74	

Other Miscellaneous Deductions

75	Tax preparation fees	75	
76	Gambling losses (if gambling income)	76	
77	Amortizable bond premiums on bonds acquired before 10/23/86	77	
78	From K1 Input Worksheet (1065 & 1120S) - Portfolio deduction	78	
79	79	
80	80	
81	81	
82	82	
83	83	
84	84	
85	85	

Name Client

SSN _____

Noncash Charitable Contributions (Total of Contributions more than \$500)

Information on Donated Property

(a) Name and Address of the Donee Organization		(b) Description of Donated Property
1	Name Address City State Zip Code	
2	Name Address City State Zip Code	
3	Name Address City State Zip Code	
4	Name Address City State Zip Code	
5	Name Address City State Zip Code	

Note: If the fair market value for an item is \$500 or less, you do not have to complete columns (d), (e), and (f).

	(c) Date of the Contribution	(d) Date Acquired mm/dd/yyyy	(e) How Acquired	(f) Cost or Adjusted Basis	(g) Fair Market Value F. M. V.	(h) Method Used to Determine the F. M. V.
1						
2						
3						
4						
5						

