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## 2011 INCOME TAX RETURN

TAXPAYER		SPOUSE	
Name _____	_____	Name _____	_____
Occupation _____	_____	Occupation _____	_____
SSN _____	Date of Birth _____	SSN _____	Date of Birth _____
Home Phone _____	Disabled <input type="checkbox"/>	Home Phone _____	Disabled <input type="checkbox"/>
Work Phone _____	Blind <input type="checkbox"/>	Work Phone _____	Blind <input type="checkbox"/>
Cell Phone _____	Best Time to Call _____	Cell Phone _____	Best Time to Call _____
Email _____	Fax _____	Email _____	Fax _____
Present Address _____	Zip Code _____	County _____	_____
Address on Last Year's Tax Return (if different) _____	_____	Date Address Changed _____	_____

# Personal Income Tax Organizer and Deduction Finder<sup>®</sup>

## ✓ CHECKLIST

### Documents Needed

- 1) Your completed *Personal Income Tax Organizer and Deduction Finder*<sup>®</sup>.
  - 2) All Forms W-2 (wages) and Forms 1098 and 1099 (such as 1099-INT for interest, 1099-DIV for dividends, 1099-B for sale of securities, 1099-R for annuities, pensions and IRA or other retirement plan withdrawals, 1099-G for state tax refunds, 1099-S for real estate sales, SSA-1099 for Social Security, 1099-G for unemployment compensation, 1099-K for merchant card and third-party network payments and 1099-MISC for commissions and fees, etc.). *Include all copies.*
  - 3) Copies of Schedules K-1 for partnerships, joint ventures, S corporations, estates or trusts. (See note below.)
  - 4) If you sold real estate, stock or mutual fund shares during the year, see STEP 4.
  - 5) If you acquired, sold or refinanced a home or other property in 2011, bring in a copy of the closing statement.
  - 6) If you are a new client, provide copies of tax returns for 2008, 2009 and 2010.
-  **Note:** You do not need item #3 documents in order to make your tax appointment. You can provide these documents to us at a later date.

**STEP 1** Filing Status:  Single  Married Filing Joint  Qualifying Widow(er)<sup>1</sup>  Head of Household<sup>2</sup>  Married Filing Separate

In year 2011 only:  Married (date: \_\_\_\_\_)  Divorced (date: \_\_\_\_\_)  Spouse Died (date: \_\_\_\_\_)

Dependents (See Tax Tip 1)		1)	Birthdate	SSN
Children living with you age 18 or younger (age 19–23 if attending school full time for at least five months during the year) who did not provide more than half of their own support or a permanently and totally disabled child.		2)	Birthdate	SSN
		3)	Birthdate	SSN
		4)	Birthdate	SSN

Other Dependents (relatives and/or members of household)	Relationship	Birthdate	Social Security #	2011 Gross Income	# Months Resided in Your Home in 2011	% Support Received From You
_____	_____	_____	_____	_____	_____	_____

- Check if you are divorced and either signed or received Form 8332 (release of exemption for child). (Provide Form 8332.)
- Check if any of your dependent children have investment income (interest, dividends, capital gains, etc.) over \$950. (List payer/income or provide Form 1099s.)
- <sup>1</sup> All of the following must apply: your spouse died in 2009 or 2010; in that year you qualified to file jointly; you did not remarry before January 1, 2012 and you paid over half the cost of maintaining your home, which was your dependent child's (or stepchild's) main home for the entire year.
- <sup>2</sup> Must be unmarried (or considered unmarried) at the end of the tax year, and maintain a home that for more than half of the tax year is the principal home of a qualifying person (generally your child or relative). You may be considered unmarried if your spouse did not live in your home during the last six months of the tax year. If you are maintaining the household of a parent, the parent does not need to live with you to qualify.

**STEP 2** The following items may affect your tax return. Please answer carefully.

These questions pertain to calendar year 2011 unless otherwise noted. If married filing jointly, questions apply to you and your spouse.

1.  Y  N  O Did you pay or receive alimony? Do not include child support. (Select one.) Pay  Receive   
To/From: Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Amount \$ \_\_\_\_\_
2.  Y  N  O Do you own any securities or hold any debts that became worthless during the year? If yes, provide details.
3.  Y  N  O Did you move because of a job change? Provide details for a possible moving expense deduction.
4.  Y  N  O Did you (or do you plan to before April 17, 2012) contribute to a traditional IRA or Roth IRA for 2011?  
Self: Traditional IRA \$ \_\_\_\_\_ Roth IRA \$ \_\_\_\_\_ Spouse: Traditional IRA \$ \_\_\_\_\_ Roth IRA \$ \_\_\_\_\_
5.  Y  N  O Did you convert a traditional IRA to a Roth IRA in 2010 or 2011? If yes, amount converted: 2010: \$ \_\_\_\_\_ 2011: \$ \_\_\_\_\_
6.  Y  N  O Did you (or do you plan to before April 17, 2012) contribute to a health savings account (HSA) for 2011? (See Tax Tip 15.)  
Amount of contribution: \$ \_\_\_\_\_ Type of health plan coverage: Self-only  Family
7.  Y  N  O Did you receive any distributions from your health savings account (HSA)?  
Amount of distributions: \$ \_\_\_\_\_ Amount of unreimbursed qualified medical expenses (attach list): \$ \_\_\_\_\_
8.  Y  N  O Are you a teacher? If yes, did you incur out-of-pocket classroom costs? Amount \$ \_\_\_\_\_
9.  Y  N  O Did you pay child care costs for a dependent child under age 13, or costs of caring for a handicapped individual, so you could work, attend school or look for a job?  
If yes, provide the amounts paid for each dependent and the names, addresses and taxpayer identification numbers of the care providers. Also, show how much, if any, was reimbursed by an employer dependent care plan: \$ \_\_\_\_\_ (See Tax Tip 14.)
10.  Y  N  O Did you incur any expenses associated with the adoption of a child? If yes, provide details: \_\_\_\_\_
11.  Y  N  O Did you pay any individual \$1,700 or more to perform household services during the year, such as babysitting, cleaning, cooking or gardening?
12.  Y  N  O Did you receive COBRA health insurance premium assistance (reduced premiums)? If so, provide amount: \$ \_\_\_\_\_
13.  Y  N  O Have you had any debts cancelled or reduced (including credit cards), property repossessed or foreclosed upon, or have you filed for bankruptcy? (See Tax Tip 17.)
14.  Y  N  O Did you or your spouse have a financial interest in, or signature authority over, one or more foreign financial accounts (such as bank or securities accounts) at any time during 2011? (A foreign financial account is one physically located outside the U.S., even if with a branch of a U.S. bank or financial institution.)
15.  Y  N  O Did you receive a distribution from, or were you the grantor of, or a transferor to, a foreign trust?
16.  Y  N  O Do you have financial accounts maintained by a foreign (non-U.S.) bank or financial institution that totaled more than \$50,000 on the last day of the year or more than \$100,000 at any time during the year (\$100,000 and \$200,000, respectively, if married filing a joint return)?
17.  Y  N  O Do you (or your spouse) want to designate \$3 to the Presidential Election Campaign Fund? (Does not change amount due or refund.)
18.  Y  N  O Do you (or your spouse) want to allow your preparer or another individual to discuss your federal return with the IRS? Provide name/phone of individual if not preparer.
19.  Y  N  O Did you (or your spouse) make gifts totaling more than \$13,000 to any individual during the year? If so, provide details.  
Gift: \_\_\_\_\_ Recipient's Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_ Address: \_\_\_\_\_
20.  Y  N  O Were there any changes to federal or state returns filed in prior years? If yes, provide copies of the changes or correspondence received.
21. Indicate if any of the following apply to you during the year:
 

<input type="checkbox"/> Were granted stock options by your employer and/or exercised employer stock options.	<input type="checkbox"/> Traveled more than 100 miles to perform duties as a National Guard member or reservist.
<input type="checkbox"/> Contributed to or received distributions from an Archer Medical Savings Account (MSA).	<input type="checkbox"/> Performed services in the performing arts for at least two employers.
<input type="checkbox"/> Purchased a plug-in electric vehicle.	<input type="checkbox"/> Lived and worked in a foreign country.
	<input type="checkbox"/> IRS issued me an Identity Protection PIN: _____

**STEP 3 Income (Round all figures to nearest dollar)**

**Wages—Provide ALL Copies of Forms W-2**

Number of employers (during the year): Self \_\_\_\_\_ Spouse \_\_\_\_\_

**Dividend and Interest Income**

Provide all Forms 1099-INT, 1099-DIV and 1099-OID. If you list interest and dividends on a separate sheet, do not duplicate what's reported on the 1099s.

**Installment Sale Payments Received**

Total Payments = \$ \_\_\_\_\_ Interest = \$ \_\_\_\_\_ Principal = \$ \_\_\_\_\_

Did sale occur in 2011?  Yes  No If yes, complete STEP 4.

Is payer a relative or related party?  Yes  No  
If payer uses property as a principal residence, provide payer's:

Name \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_

**Retirement Plan and Social Security Income**

- Retirement plan distributions from IRAs, SEPs, pensions, Keoghs and other retirement plans, including rollovers and in-plan Roth rollovers. Provide copies of all Forms 1099-R received.
- Social Security and Railroad Retirement benefits. Provide copies of Forms SSA-1099 or RRB-1099.

**Partnerships, Estates, Trusts and S Corporations**

Provide all Schedules K-1 received for the tax year.

**Other Income—Provide all Forms 1099, etc.**

Bartering Income .....	\$ _____
Bonuses and Prizes not reported on Form W-2 (Explain) .....	_____
Cancellation of Debt (Form 1099-A or 1099-C) (Tax Tip 17) .....	_____
Commissions and Fees (Not reported in STEP 5) .....	_____
Disability Income not included on Form W-2 (taxable) .....	_____
Education Savings Account or 529 Plan Withdrawals (Form 1099-Q) .....	_____
Federal Income Tax Refund (for state tax purposes) .....	_____
Gambling/Lottery Winnings .....	_____
Jury Duty—Election Board Fees .....	_____
Scholarships (Form 1098-T) .....	_____
State Income Tax Refund (Form 1099-G) .....	_____
Tips and Gratuities not reported on Form W-2 (Tax Tip 13) .....	_____
Unemployment Compensation (Form 1099-G) .....	_____
Veterans' Pension and Disability .....	_____
Workers' Compensation .....	_____
Other (attach separate sheets if necessary.) .....	_____

**STEP 4 Sales and Exchanges**

Provide the following information about sales of stock, mutual funds, real estate or other property along with Forms 1099-B, 1099-S, closing statement or other supporting information. Attach separate sheet if necessary.

	Asset #1	Asset #2
Description of Property .....	_____	_____
Date Acquired .....	_____	_____
Date Sold .....	_____	_____
Sales Price .....	\$ _____	\$ _____
Basis (See Tax Tips 11 and 12) .....	_____	_____
Expenses of Sale .....	_____	_____

**STEP 5 Self-Employed Income (See also STEPs 7–8)**  
*For farm activity, list income and expenses on separate sheet.*

Business Activity/Product: \_\_\_\_\_

Business Name: \_\_\_\_\_

Did you acquire or begin the business in 2011?  Yes  No

Gross Receipts (provide all Form 1099s) .....

Inventory—Beginning of Year .....

Merchandise Purchases (less Product for Personal Use) ....

Labor, Materials and Other Costs of Inventory .....

Inventory—End of Year .....

Did you make any payments (generally over \$600) requiring Form 1099 be filed?  Yes  No

If Yes, did you file Form 1099?  Yes  No

**STEP 6 Rental and Royalty Income (Tax Tip 16)**

Property Address	Type*	Rent/Royalty Rec'd	Fair Rental Days	Personal Use Days

\* 1—Single family residence; 2—Multi-family residence; 3—Vacation/short-term rental; 4—Commercial; 5—Land; 6—Royalties; 7—Self-rental; 8—Other (describe).

Did you make any payments (generally over \$600) requiring Form 1099 be filed?  Yes  No

If Yes, did you file Form 1099?  Yes  No

**STEP 7 Self-Employed, Rental and Business Use of Home Expenses**

Do you qualify for business use of home deductions?  Yes  No

(See Employee/Self-Employed Tax Tip B on next page.)

If yes, attach list of expenses related to home.

Business sq. ft. \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

Use Correct Column	Self-Employed	Rental
Advertising .....	\$ _____	\$ _____
Auto, Travel, Meals and Entertainment .....	-----See STEP 8-----	
Commissions and Fees Paid .....	_____	_____
Contract Labor .....	_____	_____
Employee Benefit Programs .....	_____	_____
Insurance (not including health) .....	_____	_____
Interest • Mortgage (Form 1098) .....	_____	_____
• Other Interest .....	_____	_____
Legal and Other Professional Fees .....	_____	_____
Management Fees .....	_____	_____
Office Expenses .....	_____	_____
Pension/Profit-Sharing Plan Contributions Made for Employees .....	_____	_____
Rent Paid • Vehicles, Machinery and Equipment .....	_____	_____
• Other Business Property .....	_____	_____
Repairs and Maintenance .....	_____	_____
Supplies (including small hand tools) .....	_____	_____
Taxes • Real Estate .....	_____	_____
• Other .....	_____	_____
Utilities .....	_____	_____
Wages Paid .....	_____	_____
Other Expenses (provide list) .....	_____	_____


For business asset purchases or sales, provide a separate schedule listing dates of purchase or sale, purchase/sales price and description of property. Include copies of sales receipts or contracts if available.

**STEP 8**

**Employee, Self-Employed (and Rental)**

**Travel, Meals and Entertainment Expenses**

Travel expenses are deductible if you traveled away from home overnight on business. Unreimbursed business meals and entertainment when not traveling are also deductible (subject to limits), provided you have records showing date, amount, persons present and business purpose.

<i>Use Correct Column</i> 	Employee	Self-Employed	Rental Activity
<b>Travel:</b>			
Airplane, Train, Taxi, Auto Rental, Tips	\$ _____	\$ _____	\$ _____
Meals (See C below) .....	_____	_____	_____
Lodging.....	_____	_____	_____
Telephone.....	_____	_____	_____
Cleaning and Laundry .....	_____	_____	_____
Baggage and Shipping .....	_____	_____	_____
Other: _____	_____	_____	_____
<b>Other Meals and Entertainment .....</b>	_____	_____	_____

**Reimbursements**

- 1) Were you reimbursed for any of the above expenses?  Yes  No  
 2) If yes, provide details, including how reported on Form W-2.

**Adjustments for the Self-Employed**

Insurance premiums paid: Health \$ \_\_\_\_\_ Long-Term Care \$ \_\_\_\_\_  
*Include Medicare premiums you voluntarily pay. Do not include for months self-employed person is eligible to participate under any employer's plan. Report in STEP 9 instead. See D below.*

Contributions made to your SEP, SIMPLE or qualified retirement plan \$ \_\_\_\_\_

**Employee/Self-Employed Tax Tips**

- A) **First-Year Expensing Election.** Up to \$500,000 of qualifying business assets (including up to \$250,000 of qualified real property) purchased and placed in service in 2011 may be expensed currently. (Separate limits apply to business autos and SUVs.)
- B) **Business Use of Home Deduction.** If an area of the home is used regularly and exclusively for business, a deduction for a portion of mortgage interest, taxes, insurance, other operating costs and depreciation may be allowed. Special rules apply for inventory storage and daycare.
- C) **Per Diem Meal Rates.** In lieu of using actual expenses incurred for meals and incidental expenses, self-employed individuals and employees may deduct per diem amounts up to IRS-approved rates. The rates depend on location. Provide detailed list of dates and locations of business travel.
- D) **Self-Employed Health Insurance Deduction.** Premiums paid are for the self-employed individual, spouse, dependents and children under age 27. The deduction is not allowed for any month that the self-employed individual is eligible to participate in a subsidized health plan maintained by any employer. This rule is applied separately for policies that include long-term care.
- E) **Self-Employed Retirement Plans.** Many retirement plans (funded with pre-tax dollars) are available to self-employed business owners. The deadlines for establishing a retirement plan vary. If you have employees, matching contributions may be required.
- F) **Small Employer Health Insurance Credit.** A credit is available to qualified small employers that pay health insurance premiums for employees. Premiums paid for the business owner and his family members don't qualify. Ask us for details.

**Vehicle Expense**

- Travel expenses between home and a temporary work location *within* your metropolitan area are not deductible unless one of two tests are met:
  - You have one or more regular work locations away from your home or
  - You qualify for a business use of home deduction.
- A work location is considered temporary if employment is expected to last and actually does last for one year or less. Commuting expenses for going between the taxpayer's home and a temporary work location *outside* the metropolitan area where the taxpayer lives and normally works are deductible.
- There are two methods to determine the deduction for automobiles and trucks used for business: (1) actual expenses or (2) standard mileage rate (for 2011, 51¢ per mile through 6/30/11; 55½¢ per mile after 6/30/11). You may claim the standard mileage method whether you own or lease your vehicle.
- For each vehicle used for business, complete lines 1-6. If you use standard mileage allowance, ignore lines 7-13. If you purchased a vehicle this year and *do not* use standard mileage allowance, provide a copy of the sales invoice.

Vehicle	#1	#2
1) Total miles driven this year: Business* .....	_____	_____
* For standard mileage rate, break down between 1/1-6/30 and 7/1-12/31.		
Commuting .....	_____	_____
Personal .....	_____	_____
Total .....	_____	_____
2) Vehicle Description .....	_____	_____
3) Date Vehicle Was First Used for Business .....	_____	_____
4) Cost .....	\$ _____	\$ _____
Less Trade-In .....	< _____ >	< _____ >
Net Price .....	_____	_____
Plus Sales Tax .....	_____	_____
Total Cost .....	_____	_____
or Lease Payments .....	_____	_____
5) Interest Paid on Vehicle Loan (Self-Employed Only) .....	_____	_____
6) Parking and Tolls .....	_____	_____
7) Gasoline, Oil, Lubrication .....	_____	_____
8) Repairs, Maintenance, Car Washes .....	_____	_____
9) Tires and Supplies .....	_____	_____
10) Insurance .....	_____	_____
11) Tags and Licenses .....	_____	_____
12) Garage Rent .....	_____	_____
13) Other: _____	_____	_____

**Questions for All Taxpayers Claiming Vehicle Expenses:**

- 1) Do you have evidence to support business use?  Yes  No
- 2) If yes, is the evidence written?  Yes  No
- 3) Do you (or your spouse) have another vehicle available for personal use?  Yes  No
- 4) Do you have an employer-provided vehicle that is available for personal use?  Yes  No
- 5) Were you reimbursed for any of above auto expenses?  Yes  No
- 6) If yes, is the reimbursement included in your Form W-2?  Yes  No

**Recordkeeping:** Your vehicle expenses will not be allowed by the IRS without adequate records or sufficient evidence verifying business use. Daily records provide the best protection in case of an audit.

**STEP 9 Itemized Deductions (Round all figures to the nearest dollar.)**

**Note:** Complete STEP 9 only if you think your total itemized deductions might exceed the IRS standard deduction for your filing status (see below).

2011 Standard Deduction		
Filing Status	Standard Deduction	Add for Blind and/or Over 65
Married Filing Jointly or Qualifying Widow(er) .....	\$ 11,600	+ \$ 1,150
Single.....	5,800	1,450
Head of Household.....	8,500	1,450
Married Filing Separately.....	5,800	1,150

**Medical Expenses**  
Deductible only if net expenses exceeds 7.5% of Adjusted Gross Income (AGI)

**Note:** Do *not* include amounts paid for or reimbursed by insurance or health insurance premiums paid with pre-tax income.

Did you pay medical expenses for a person you cannot claim as a dependent?  
 Yes  No *If yes, ask your tax preparer.*

Health Insurance Premiums* .....	See Note Above	\$ _____
Medicare Insurance Premiums* (Form SSA-1099) .....		_____
Long-Term Care Insurance Premiums* (Tax Tip 20) .....		_____
Vision Insurance Premiums* .....		_____
Dental Insurance Premiums* .....		_____
Prescribed Drugs and Insulin .....		_____
Doctors and Clinics.....		_____
Dentists and Orthodontists .....		_____
Glasses, Contact Lenses, Eye Exams, Laser Eye Surgery.....		_____
Hospitals, Nurses, Ambulance.....		_____
Nursing or Long-Term Care Facility.....		_____
Medical Transportation (taxi, bus, ambulance, etc.) .....		_____
Other (please detail): _____		_____
Other (please detail): _____		_____
Medical Miles Driven in 2011: 1/1-6/30: _____ 7/1-12/31: _____ Parking Fees .....		_____
Lodging While Obtaining Medical Treatment <i>Limited to \$50 per night, per person</i> .....	_____	

\* Do not include any premiums included in STEP 8 (if self employed).

**Taxes**

State and Local Income Taxes Withheld (on Form W-2) .....	\$ _____
State and Local Income Taxes Paid in 2011 for 2011 Tax Year .....	_____
State and Local Income Taxes Paid in 2011 for Prior Tax Years .....	_____
State and Local Sales Tax Paid for Major Purchases (motor vehicles, boats, airplanes, homes or home building materials, if rate same as general sales tax rate) .....	_____
Real Estate Taxes—Homestead (less special assessments).....	_____
Other Real Estate Taxes (second home, cabin, etc.) .....	_____
Property Tax Refund.....	_____
Special Assessments—Interest Portion Only (Tax Tip 21) .....	_____
Personal Property Taxes (auto license tags, etc.) .....	_____

**Casualty Loss**

Auto Accident, Fire, Theft, Storm, etc. Provide details. (Tax Tip 26)

Interest Paid (Provide Forms 1098)	Primary Residence	Second Home, Cabin <sup>1</sup>
Home Mortgage.....	\$ _____	\$ _____
Home Improvement Loan .....	_____	_____
Home Equity Loan .....	_____	_____
Loan Points (Tax Tip 22).....	_____	_____
Points Amortization (Tax Tip 22).....	_____	_____
Mortgage Insurance Premiums Paid on Policies Issued After 2006 .....	_____	_____
Seller-Financed Mortgage. <i>List name/address/SSN....</i>	_____	_____
Name: _____ SSN: _____		
Address: _____		
Investment Interest Paid (Tax Tip 31) .....	_____	_____

<sup>1</sup> Interest on a boat or recreation vehicle that has basic living accommodations may be deductible as home mortgage interest.

**Charitable Donations**  
*Monetary donations must be substantiated by a bank record (such as a cancelled check) or a written receipt from the organization receiving the donation (see Tax Tip 23). The written receipt must include the organization's name and the date and amount of the donation. Use separate sheet if needed.*

<i>Cash, Check or Credit Card (include payroll deductions)</i>	
Churches or Synagogues .....	\$ _____
United Way .....	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
<i>Noncash:</i> .....	
Fair Market Value of Items Given to Charities <i>If over \$500, provide documentation (Tax Tips 24 and 25).....</i>	_____
<i>If a vehicle, boat or airplane donation over \$500, provide Form 1098-C.</i>	
Out-of-Pocket Expenses for Charitable Work.....	_____
Charitable Miles: _____ Miles × 14¢ = _____	
Other: _____	_____

**Miscellaneous Expenses** *Do Not Duplicate STEP 8*  
 Deductible only if total exceeds 2% of AGI

Unreimbursed employee business expenses (for example, union dues, tools and supplies, special uniforms and safety equipment, professional dues and subscriptions, job-related education—see Tax Tip 27). List items on separate sheet. See STEP 8 for automobile expenses and travel and entertainment .....	\$ _____
Job-Seeking Expenses in Same Field (Tax Tip 28)	
Travel/Air Fare/Lodging .....	\$ _____
Meals .....	\$ _____
Employment Agency Fees.....	\$ _____
Resume \$ _____ Other \$ _____ Total = _____	
Tax Prep, Financial Planning/Consultation Fees (Tax Tip 29) .....	_____
Investment Expenses (Tax Tip 30)	
Phone/Postage/Supplies for Investments.....	\$ _____
Safe Deposit Box.....	\$ _____
Investment Publications and Journals.....	\$ _____
IRA and Keogh Fees You Paid Directly .....	\$ _____
Other \$ _____ Total = _____	
Gambling Losses. <i>Limited to Total Gambling Winnings Listed in STEP 3....</i>	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

**STEP 10**

**Education Expenses (Attach Forms 1098-E and 1098-T)**

Include information about education expenses incurred for you, your spouse or your dependents.

Student's Name	Education Purpose (degree seeking, job related)	Name of Institution	Type of Expense (See Tax Tip 2 and 3)	Amount Paid	Paid By Whom?	Student's Grade or Year in College
				\$ _____		

**STEP 11**

**Principal Residence (attach any 2011 closing statements)**

Yes  No Did you sell your principal residence? *If yes:*

- Did you own and use it as a principal residence for at least three of five years before the sale?  Yes  No (See Tax Tip 8.)
- Did you sell a previous residence within two years before and claim a residence gain exclusion?  Yes  No

Yes  No Did you purchase a residence?

Yes  No Did you refinance your mortgage?

Yes  No Did you make any energy-efficient improvements (for example, storm windows and doors, insulation, A/C, furnace, water heater, heat pump)? *If yes, attach a list showing description of improvement, date placed-in-service and cost.*

Yes  No Do either of the following apply: (1) you received a first-time homebuyer credit in a prior year and in 2011, sold the residence or stopped using it as a main home or (2) you received a first-time homebuyer credit for a home purchased in 2008?

**STEP 12**

**2011 Estimated Tax Payments\***

	Federal	Date Paid	State	Date Paid	Note:
Amount applied from 2010 overpayment, if any:	\$ _____		\$ _____		* Do not include withholding from Forms W-2 or 1099 in estimated tax payments shown here.
First Quarter.....					
Second Quarter.....					
Third Quarter.....					
Fourth Quarter.....					

**STEP 13**

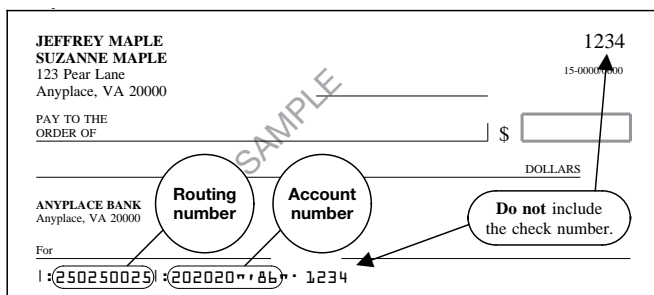
**Tax Refund—Direct Deposit Information**

If you are expecting a 2011 federal tax refund, the refund can be routed to up to three of your checking or savings accounts. If you prefer a direct deposit, please complete the following information. Otherwise a refund check will be mailed to you at the address on your tax return. (Tax refunds may also be directly deposited to your IRA, Health Savings Account, Archer MSA or Education Savings Account or to a Treasury Direct online account.)

Type of Account (Checking, Savings, IRA, etc.)	Routing Number (Nine digits)	Account Number	Percent of Refund

**Sample check:**

Note: The routing and account numbers may be in different places on your check.



**Privacy Policy**

We collect nonpublic information about you from the following sources:

- 1) Information we receive from you on applications, tax organizers, worksheets and other forms,
- 2) Information about your transactions with us, our affiliates or others and
- 3) Information we receive from a consumer reporting agency.

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as required by law.

We restrict access to nonpublic personal information about you to those members of our firm who need to know that information in order to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.



## Tax Tips for All Taxpayers

- 1) A person who files a joint return (other than a return filed solely to claim a refund) cannot be claimed as a dependent. Also, special rules apply to children of divorced parents.
- 2) An American Opportunity tax credit (\$2,500 maximum per-student, per-year) is available for the first four years of post-secondary tuition, fees, books, supplies and equipment.

A lifetime learning credit (\$2,000 maximum per return) is available for post-secondary educational expenses (tuition and fees, plus books, supplies and equipment that must be paid to the institution as a condition of enrollment or attendance). It is available for an unlimited number of years for undergraduate, graduate, professional degree and other students acquiring or improving job skills enrolled in one or more courses.

The education credits phase out at higher levels of adjusted gross income (AGI).
- 3) You can deduct up to \$2,500 of interest on qualified education loans for college or vocational school expenses, or up to \$4,000 of post-secondary tuition and fees, even if you do not itemize deductions. Deductions are phased out based on AGI.
- 4) Nondeductible contributions up to \$5,000 (\$6,000 if age 50 or older) can be made to a Roth IRA. Distributions, including earnings, are tax-free when certain requirements are met. The contribution limit is subject to an AGI-based phase-out.
- 5) An IRA deduction up to \$5,000 (\$6,000 if age 50 or older) is available to all taxpayers who are not covered by an employer-sponsored retirement plan. Taxpayers covered by an employer plan may be eligible for a full or partial deduction, depending on their AGI.
- 6) If only one spouse has compensation, a spousal IRA can be set up for the nonworking spouse. Each spouse (working and nonworking) may contribute up to \$5,000 or \$6,000 (if age 50 or older).
- 7) The 10% penalty for withdrawals from an IRA before age 59½ does not apply if the funds were used for: (a) medical expenses in excess of 7.5% of AGI, (b) certain qualified educational expenses, (c) a first-time home purchase for distributions of up to \$10,000 or (d) medical insurance for those who are unemployed for at least 12 weeks. **Note:** IRA withdrawals are still subject to regular income tax.
- 8) A gain exclusion up to \$250,000 (\$500,000 if married and filing jointly or certain surviving spouses) is available for a sale of a principal residence if the taxpayer(s) owned and occupied the residence for two years of the five-year period ending on date of sale. The five-year period is extended for certain military, foreign service and intelligence personnel. If the home was used other than as your principal residence any time after 2008, some of the gain may be taxable.
- 9) Interest on certain U.S. savings bonds issued after 1989 is tax-exempt if proceeds are used for qualified educational expenses of a taxpayer, spouse or dependent, subject to AGI-based phase-out.
- 10) Keep receipts supporting tax deductions at least four years.
- 11) Improvement costs may reduce taxable gain upon sale of property. Keep records of improvement costs made to all real property at least four years after the property is sold.
- 12) If stock or mutual fund dividends are automatically reinvested instead of received in cash, these reinvestments increase cost basis, and reduce gain or increase loss upon sale.
- 13) If "allocated tips" are listed on year-end Form W-2, the amount will be subject to both Social Security and income tax unless records (tip log) verify that a lesser amount was actually received.
- 14) Child care credit equals up to a 35% of up to \$3,000 of child care costs paid for one dependent or \$6,000 for two or more dependents.
- 15) Individuals covered only by a high deductible health plan (deductible between \$1,200 and \$5,950 for individual coverage and between \$2,400 and \$11,900 for family coverage) can make deductible contributions to HSAs. For self-only coverage, contributions are

limited to \$3,050 (\$4,050 if age 55 or older). For family coverage, contributions are limited to \$6,150 (\$7,150 if age 55 or older).

- 16) Taxpayers with losses from passive activities (such as limited partnerships) generally cannot use those losses to offset nonpassive income. However, a taxpayer who actively participates in a rental real estate activity can apply up to \$25,000 in rental losses against nonpassive income—subject to phase-out based on AGI.
- 17) Cancellation of debt (COD) generally results in taxable income. However, certain exceptions allow individuals to exclude COD income. Exceptions are available for bankrupt and insolvent taxpayers as well as special exceptions for cancellations or reductions of student loans, farm-related loans, mortgages on principal residences and loans related to business real property.
- 18) Taxpayers can exclude \$2 million (\$1 million if MFS) of certain mortgages cancelled because of their financial condition or decline in the home's value. To qualify, the loan must have been to buy or improve the principal residence (or a loan refinancing such loans).

## Tax Tips for Taxpayers Itemizing

- 19) Insurance premiums on policies that cover medical costs are deductible. Premiums on disability and loss of income insurance are not deductible.
- 20) Qualified long-term care insurance premiums are deductible subject to age and annual dollar limits: Age 40 or less, \$340; ages 41 to 50, \$640; ages 51 to 60, \$1,270; ages 61 to 70, \$3,390 and ages 71 and up, \$4,240.
- 21) Special assessments paid on your property are normally not allowed as a deduction. But, the interest portion of the special assessments can be deducted as a tax.
- 22) Loan origination fees (points) are deductible as interest by a buyer of a principal residence. Homebuyers are also allowed to deduct seller-paid points. Points paid on refinancing an existing mortgage must be deducted (amortized) over the life of the new mortgage.
- 23) Charitable contributions of \$250 or more in any one day to any one organization must have written substantiation from the organization. A bank record, such as a cancelled check, is not sufficient.
- 24) When making contributions of used furniture, appliances and clothing to nonprofit organizations, request a receipt from the organization. Attach a record of the items donated to the receipt for proof of this deductible contribution. Contributions must be in good or better condition to be deductible.
- 25) Taxpayers who own appreciated stocks or bonds for more than one year can take advantage of certain tax-saving methods by donating the securities to churches or other nonprofit organizations.
- 26) Generally, a net loss due to a casualty (such as flood, fire, theft, etc.) is deductible to the extent it exceeds 10% of your AGI. Special rules apply to federally declared disasters. Ask us for details.
- 27) Expenses incurred for education for improving your skills for your present job or maintaining your job may be deducted. Seminars, tuition, books and some travel expenses can be deducted. Travel as a "form of education" is not deductible. *Example:* French teacher travels to France to maintain general familiarity with the French language and culture—not deductible. However, see Tax Tip 2 for education costs that qualify for a credit even when not job-related.
- 28) Job-seeking costs in the same field of employment are deductible. Successful job placement is not necessary.
- 29) Part of a legal fee incurred in a divorce or an estate plan may be deductible if it is for advice on the tax consequences. Have your attorney clearly indicate how much of the fee is for tax advice.
- 30) Expenses incurred for attending conventions, seminars or other meetings that give investment advice to taxpayers are not deductible.
- 31) Investment interest (land, margin account, etc.) is deductible only to the extent of net investment income. Net investment income includes dividends, interest, royalties and short-term capital gains.