

PERSONAL TAX RETURN - 2011 CHECKLIST

(Please sign and return this checklist with your tax information. Thank you!)

This list is **not** inclusive and some items may not apply. It is a guide to assist you in gathering your information for our office to prepare your personal tax return for the year. Backup documentation for all deductions will be required in the event of an audit.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Filing status change
<input type="checkbox"/>	<input type="checkbox"/>	Address change
<input type="checkbox"/>	<input type="checkbox"/>	New dependents (birth date, social sec #s) / No longer eligible- (verify if child is claiming self)
<input type="checkbox"/>	<input type="checkbox"/>	**NEW** Proof of estimated taxes paid (checks showing dates and amounts)
<input type="checkbox"/>	<input type="checkbox"/>	FOREIGN bank accounts (do you have any?)
<input type="checkbox"/>	<input type="checkbox"/>	DIRECT DEPOSIT: bank _____ chk or sav? _____ Rt# _____ Acct # _____
<input type="checkbox"/>	<input type="checkbox"/>	**NEW** Direct debit of balance due and payment of qtrly estimates (enter banking data above)
<input type="checkbox"/>	<input type="checkbox"/>	W-2s
<input type="checkbox"/>	<input type="checkbox"/>	Interest Income - Form 1099-INT
<input type="checkbox"/>	<input type="checkbox"/>	Dividend Income - Form 1099-DIV
<input type="checkbox"/>	<input type="checkbox"/>	Alimony received or paid
<input type="checkbox"/>	<input type="checkbox"/>	Pension/Annuity/IRA withdrawal/rollover - Form 1099-R
<input type="checkbox"/>	<input type="checkbox"/>	Unemployment received
<input type="checkbox"/>	<input type="checkbox"/>	Social Security received - Form 1099-SSA
		<i>Stock/Mutual Funds sales transactions - Form 1099-B</i>
<input type="checkbox"/>	<input type="checkbox"/>	Need basis information (purchase date, purchase price, and number of shares)
		<i>Itemized Deductions</i>
<input type="checkbox"/>	<input type="checkbox"/>	Medical expenses paid out of pocket AFTER insurance or FSA reimbursement
<input type="checkbox"/>	<input type="checkbox"/>	Real estate taxes on all personal homes
<input type="checkbox"/>	<input type="checkbox"/>	License tabs for vehicles
<input type="checkbox"/>	<input type="checkbox"/>	Mortgage interest statements - Form 1098 (principal residence and/or 2nd home)
<input type="checkbox"/>	<input type="checkbox"/>	If refinanced, loan origination fees, date, length of mortgage (closing statement is preferable)
<input type="checkbox"/>	<input type="checkbox"/>	Charitable Contributions (cash/check and noncash receipts)
<input type="checkbox"/>	<input type="checkbox"/>	Non-reimbursed employee business expenses (mileage separated Jan-Jun & Jul-Dec)
<input type="checkbox"/>	<input type="checkbox"/>	K-1's from Partnerships and/or S Corporations
<input type="checkbox"/>	<input type="checkbox"/>	Rental property income and expenses (must be itemized)
<input type="checkbox"/>	<input type="checkbox"/>	Sale or purchase of real estate - include closing stmt
<input type="checkbox"/>	<input type="checkbox"/>	Education - Tuition Stmt 1098-T or student loan interest - Form 1098-E
<input type="checkbox"/>	<input type="checkbox"/>	MSA/HSA: \$ contributed (Form 5498-SA) and \$ distributed (Form 1099-SA)
<input type="checkbox"/>	<input type="checkbox"/>	IRA contributions - Traditional or Roth
<input type="checkbox"/>	<input type="checkbox"/>	Daycare provider information (Federal ID #, address) and amount paid per child
<input type="checkbox"/>	<input type="checkbox"/>	Prior Year Federal and State Tax Return (new clients only)
<input type="checkbox"/>	<input type="checkbox"/>	State of Minnesota only: kindergarten thru 12th grade school expenses (must have receipts)

TAXPAYER SIGNATURE

PRINTED NAME

DATE

SPOUSE SIGNATURE

PRINTED NAME

DATE