ACCOUNTING & CONSULTING
Passing Financial Success to You!

CHECKLIST - 2011 & Organizer

Name: ______________________________
Phone #: ______________________________
E-mail: ______________________________

Data to Include:

- ***W-2, 1099-R***, ***1099-G***, and ***W-2G*** statements
- ***Social Security*** earnings statement ***SSA - 1099***
- Partnership, S Corp, estates, and trust ***Form K-1***
- Any WI or IRS ***correspondence*** you received in 2011
- Any 2011 real estate ***closing statements*** (new purchase or sale)
- If I did not prepare your ***2010 return***, please include its copy
- Form ***1098-T*** (tuition)
- Forms ***1099-INT*** and ***1099-DIV***
- Stock sales statement ***1099-B***
- Forms ***1099-SA*** (HSA)
- Forms ***5498-SA***
- ***Real Estate*** tax billings paid in 2011
- Form ***1098*** mortgage interest

- **Refunds** may be electronically deposited.

Bank Name ____________________ *or provide cancelled check*
Routing # ____________________
Account # ____________________ ☐ checking ☐ savings

- **Balances due** on return may be electronically withdrawn.

Bank Name ____________________ *or provide cancelled check*
Routing # ____________________
Account # ____________________ ☐ checking ☐ savings

Mark an X **and** provide the relevant data if a question applies.

1. _____ Can you, your spouse, or a child be claimed as a ***dependent*** by someone else?
2. _____ Do you have a dependent child up to age 19, 24 if a student, with ***unearned income*** exceeding $1900?
3. _____ Does your business pay ***interest*** or ***rent*** to yourself or a related party?
4. _____ Did a birth, adoption, marriage, divorce, retirement or death occur in your family during 2011?
5. _____ Did you pay ***estimated taxes***? What were the dates and amounts of payments?
6. _____ Disabled veteran? _______ Surviving spouse of veteran?
7. _____ Were you an active **military** member in 2011 and purchased new home?
8. _____ Are you repaying a 2008 First-time Homebuyer credit?
9. _____ If you ***sold or lost a home***, did you claim the first-time homebuyer credit when it was purchased?
   Purchase Date ______________ Credit $________________
10. _____ Did you ***convert*** any ***IRA's*** this year? (IRA to Roth or Roth to IRA) or Rollover an IRA?

11. _____ Did you receive payment on prior or current year sale of property under an ***installment*** sale? Provide buyer name, address, social security #, and the 2011 interest and principal received.

12. _____ Do you expect your 2012 income to be substantially **different** from 2011? Explain.

13. _____ Non-cash donations include: donee with address, items, how value was determined, and date.

14. _____ **All** charitable deductions must have documentation (please exclude memorials, & raffle prize chances). **www.give.org** or **charitynavigator.org** have deductable charity information.

15. _____ Did you engage in any ***bartering*** transactions?

16. _____ Did you have any ***tips*** not reported to employer?

17. _____ Did you make ***energy*** improvements to your home in 2011?

18. _____ Did you incur ***adoption*** expenses? Provide information.

19. _____ Did you have any ***cancellation*** or ***discharges*** of indebtedness?

20. _____ Did you have a ***mortgage*** on an ***out-of-state*** second home?

21. _____ Did you deposit into an IRA/Retirement plan? Provide information. ____ Roth ____ Regular

22. _____ Did you pay ***medical care insurance*** premiums? Provide information.

23. _____ Did you exercise ***stock options*** in 2011?

24. _____ Did you purchase Wisconsin recognized ***long-term care insurance*** coverage? Provide amounts paid.

25. _____ Did ***you*** pay any college or higher education ***tuition***?

26. _____ Did you pay ***student loan interest***? Did you make any ***529 EdVest*** plan deposits? Identify the school, tuition paid, student's name and class level.

27. _____ Did you suffer a ***significant casualty*** out-of pocket, such as theft, fire, or storm damage? Amount $ ____________________

28. _____ Did you receive or pay ***alimony***? Amount $ __________________ Payee SS # __________________

29. _____ Did you ***move*** for employment or business reasons? Moving distance __________________

30. _____ If you have ***child care*** payments please include provider name, address, ID numbers, and $ amounts per child.

31. _____ Did you incur ***unreimbursed*** business ***mileage*** other than commuting to work? Provide details.

32. _____ Did you have any ***foreign*** accounts, foreign trusts, or any foreign financial activities?

33. _____ Did you have a ***business*** in 2011? Did you file needed Forms 1099?

34. _____ Did you start a ***new business*** in 2011? Were assets purchased?

35. _____ Did you ***exclusively*** use a portion of your home for business purposes?

36. _____ Do you have any unpaid or unfiled ***tax obligations***? Have you received any notices from the IRS or the state in 2011? If yes, please provide a copy.

37. _____ Did you pay for any ***household help***? Amount $___________

38. _____ Were ***purchases*** made ***online*** or otherwise without WI sales tax? Purchase amounts $_________

39. _____ Did you pay ***rent*** for your residence in 2011? Amount $ ________ Did you pay the heat? Yes No

40. _____ Were you a resident of a state other than WI in 2011? What state and dates? ____________________

41. _____ Did you make **OR** receive a ***gift*** that exceeded $13,000 in 2011?

42. _____ Does anyone owe you money that became ***uncollectible*** in 2011?

43. _____ Did you receive any ***income*** not shown in this organizer? If so, please list.

44. _____ Did you purchase a ***plug-in electric*** vehicle?

45. _____ Wish to ***donate*** to:

Breast Cancer Research	$ ________	Prostate Cancer Research	$ ________
Endangered Resources	$ ________	Veterans Trust Fund	$ ________
Fire Fighters Memorial	$ ________	Packer Football Stadium	$ ________
Multiple Sclerosis	$ ________	Military Family Relief	$ ________
Feeding America	$ ________	Red Cross WI	$ ________

46. _____ Would you like to contribute to the federal ***presidential*** election campaign fund? You: Yes__ No__ Spouse: Yes__ No__

47. _____ Would you prefer ***paperless*** copy of your return? Yes____ No____

*** Attach any **special instructions** or **questions** we should address ***

Looking ahead:

- Health Insurance tax on high wage earners after 2012
- New unearned income Medicare contribution tax after 2012 on higher income returns
- 2013 tax types and rates will likely be increased