

TAX QUESTIONNAIRE & DOCUMENTATION GUIDE FOR 2011
PREPARED FOR TAX OFFICE OF ARLENE K. MOSE, CPA

TAXPAYER NAME: _____

PERSONAL DATA

YES	NO	TAX INFORMATION
		Taxpayer Date of Birth: _____ Spouse Date of Birth: _____
		Current email address: _____
<input type="checkbox"/>	<input type="checkbox"/>	Any births, adoptions, deaths or other changes in your immediate family last year?
<input type="checkbox"/>	<input type="checkbox"/>	Did you get married, separated, or divorced last year? Date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Are you a non custodial parent claiming an exemption for your child(ren) ? The custodial parent will need to provide you with a SIGNED Form 8332.
<input type="checkbox"/>	<input type="checkbox"/>	Are you supporting a parent or other relative ?
<input type="checkbox"/>	<input type="checkbox"/>	Are you or your spouse under the age of 65 AND permanently and totally disabled?
<input type="checkbox"/>	<input type="checkbox"/>	Are you, spouse, and dependents U.S. citizens ?
<input type="checkbox"/>	<input type="checkbox"/>	Is your will up to date ? General Power of Attorney ? Health Care Power of Attorney ?
<input type="checkbox"/>	<input type="checkbox"/>	Are the beneficiaries on your life insurance policies, retirement accounts, etc., up-to-date. ?
<input type="checkbox"/>	<input type="checkbox"/>	For women only: did you change your name with the Social Security Administration after getting married ?
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any foreclosures or bankruptcys in 2011 ? Any expected in 2012 ?
<input type="checkbox"/>	<input type="checkbox"/>	Did you engage the services of any household employees?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have children UNDER 19 or full time students with interest and dividends > \$950 ? If yes, a tax return must be filed . If the income is MORE THAN \$1,900 - they are liable for tax AT YOUR MARGINAL TAX RATE.
<input type="checkbox"/>	<input type="checkbox"/>	Do you want my office to prepare your child's return. Please be advised there will be a fee.

EMPLOYMENT/INCOME DATA

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you switch jobs during the year - or have multiple W-2s? Please provide.
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive unemployment? Provide Form 1099-G

INVESTMENT DATA

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any interest income? Provide Form(s) 1099-Int.
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any dividend income? Provide Form(s) 1099-Div
<input type="checkbox"/>	<input type="checkbox"/>	Did you close a bank Certificate of deposit early and were assessed a penalty?
<input type="checkbox"/>	<input type="checkbox"/>	Did you sell any land, or any other property besides your home?

<input type="checkbox"/>	<input type="checkbox"/>	Did you sell stock, securities, mutual funds? Provide Form 1099-B along with GAIN/LOSS SHEET The broker MUST give you a short term gain loss sheet. Ask for Long-term detail, or research on your own.
<input type="checkbox"/>	<input type="checkbox"/>	Have any of the 2 previous items become worthless and you lost your investment?
<input type="checkbox"/>	<input type="checkbox"/>	Were you granted any stock options, or did you exercise any stock options? Please provide details.
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a foreign bank account or investments? Name of country: _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you have property in a foreign country? What is value? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you incur investment expenses (safe deposit box, IRA fees, investment advice, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Did you make gifts of more than \$13,000 to any individual last year (\$26,000 if married filing jointly)

BUSINESS INCOME -SELF EMPLOYED (IF NOT APPLICABLE, SKIP TO NEXT QUESTION)

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a sole proprietorship business? Provide profit & loss statement or spreadsheet with details.
<input type="checkbox"/>	<input type="checkbox"/>	Are you a shareholder in an S Corporation? Provide form K-1.
<input type="checkbox"/>	<input type="checkbox"/>	If you are S Corporate shareholder - did you receive a Form W-2 for your wages?
<input type="checkbox"/>	<input type="checkbox"/>	Are you a partner in partnership? Provide form K-1.
<input type="checkbox"/>	<input type="checkbox"/>	Did you barter for any services or products?
<input type="checkbox"/>	<input type="checkbox"/>	Did you issue Form 1099's to contractors to whom you paid \$600 or more per year?
<input type="checkbox"/>	<input type="checkbox"/>	Did you report your Independent Contractors to the EDD via Form DE 542? You must do w/in 20 days of paying the contractor more than \$600 or entering a contract for same.
<input type="checkbox"/>	<input type="checkbox"/>	Did you consider the independent contractor / employee issue & document reason for conclusion?
<input type="checkbox"/>	<input type="checkbox"/>	If you own an interest in a closely held business, is a buy-sell agreement in place?

RENTAL INCOME (IF NOT APPLICABLE, SKIP TO THE NEXT QUESTION)

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you have a separate bank account for your rental?
<input type="checkbox"/>	<input type="checkbox"/>	Did you rent out the property to a family member?
<input type="checkbox"/>	<input type="checkbox"/>	Is any of your rent received via cash, money order, or cashier check? How much per tenant?
<input type="checkbox"/>	<input type="checkbox"/>	Did you actively participate in management of the rental property?
<input type="checkbox"/>	<input type="checkbox"/>	Does the loan on your rental property exceed the Fair Market Value?

RETIREMENT INCOME, CONTRIBUTIONS & DISTRIBUTIONS

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Do you or your spouse or employer contribute to any kind of retirement plan?
<input type="checkbox"/>	<input type="checkbox"/>	Did you contribute to a regular IRA for 2010? Person 1 \$_____ Person 2 \$_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you contribute to a Roth IRA for 2010? Person 1 \$_____ Person 2 \$_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you contribute or will you contribute to a Self-Employed pension plan?
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a distribution from any type of pension plan? Provide form 1099-R

<input type="checkbox"/>	<input type="checkbox"/>	Did you convert a regular IRA to Roth IRA in 2010?
<input type="checkbox"/>	<input type="checkbox"/>	Are you comfortable with the amount and pace of your retirement savings?

OTHER INCOME

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any royalties? Provide Form 1099.
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any credit cards written off? Other debts forgiven? Provide Form 1099-C
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive Social Security? Provide Form(s) SSA-1099
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive alimony? Amount \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any gambling winnings? Provide Form 1099-G
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any prizes/awards or scholarships/fellowships?
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any state or local income tax refunds? Provide Form(s) 1099-G
<input type="checkbox"/>	<input type="checkbox"/>	Were you a beneficiary of an Estate or Trust? Provide Form K-1
<input type="checkbox"/>	<input type="checkbox"/>	Are you a partner in a partnership? Provide Form K-1
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive tips that you did not report to your employer? Amount \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any other income not mentioned about (Jury duty, election board, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Did you borrow funds from friends and family to help pay for expenses? If so, please keep documentation. The IRS will think this is income.

EDUCATION EXPENSES (IF NOT APPLICABLE, SKIP TO NEXT QUESTION)

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you, or your spouse or dependents, take any college course last year?
<input type="checkbox"/>	<input type="checkbox"/>	Do the courses lead to a degree or certificate or other recognized educational credential?
<input type="checkbox"/>	<input type="checkbox"/>	Did your student attend college on at least a half time basis? Provide Form 1099-T?
<input type="checkbox"/>	<input type="checkbox"/>	If a student is a freshman or sophomore, did they attend an Ohio college?
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay interest on Student Loans? Also provide Form 1099-E.
<input type="checkbox"/>	<input type="checkbox"/>	Did your employer reimburse any of the above expenses?
<input type="checkbox"/>	<input type="checkbox"/>	Did you incur any classroom expenses as a teacher for which you were NOT reimbursed? Amount?
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a distribution from an Educ. Savings Account or Tuition Program? Provide 1099-Q

MEDICAL EXPENSES-MUST EXCEED 7.5% OF YOUR AGI (INCOME) TO BE DEDUCTIBLE

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive COBRA premium? (Reduced premium payments)
<input type="checkbox"/>	<input type="checkbox"/>	Do you have an MSA (medical savings account) in conjunction with a high deductible health insurance plan?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have an HSA (Health Savings Account) in conjunction with a high deductible health insurance plan? If MSA or HSA: What is your plan deductible _____. Contributions_____, and Qualified Medical Exps Paid _____ # of months in 2010 you had the plan _____. Was the plan in effect for the month of December Y or N

<input type="checkbox"/>	<input type="checkbox"/>	What did you pay for long term care ? For yourself ?	For spouse ?
<input type="checkbox"/>	<input type="checkbox"/>	Was any portion of your health insurance paid by your employer, the government, etc.? Amount ?	

HOME OWNER DEDUCTIONS & CREDITS

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Does the loan on your primary residence exceed the Fair Market value ?
<input type="checkbox"/>	<input type="checkbox"/>	Did you buy or sell your home? Provide settlement statements. (Form 1099-S & HUD statement)
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay mortgage interest? Provide forms 1098 for mortgage interest and property tax information.
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay property taxes? Provide tax statement.
<input type="checkbox"/>	<input type="checkbox"/>	Did you refinance your home last year? If yes, did you pay any points? Please provide settlement statement.
<input type="checkbox"/>	<input type="checkbox"/>	Is the amount borrowed to build acquire or improve your home in excess of \$100,000 equity line or total mortgage debt of \$1,000,000?
<input type="checkbox"/>	<input type="checkbox"/>	Did you claim the Homebuyer credit in 2008? You must repay the credit in \$500 installments that will be added to your current tax for a period of 15 years.
<input type="checkbox"/>	<input type="checkbox"/>	Did you claim a Homebuyer credit in 2009 or 2010 and sell the home, or convert to rental ?
<input type="checkbox"/>	<input type="checkbox"/>	Did you make any residential energy efficient improvements in 2011? There may be a credit, if you haven't used it already ! Provide documentation with manufacturing specs. List the cost and installation charges separately.

CHARITY

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you give cash (including checks) to charity? If yes, you must provide documentation & cancelled checks.
<input type="checkbox"/>	<input type="checkbox"/>	Did you give any non-cash items to charity? If yes, the IRS now requires receipts. GIVE US A VALUE !
<input type="checkbox"/>	<input type="checkbox"/>	Was the values of any one non cash donation greater than \$500?
<input type="checkbox"/>	<input type="checkbox"/>	Were any of your non cash contributions an auto or boat? If, yes the charity will provide you with Form 1098-C verifying the amount which can be used as a deduction. It will list the date, amount, VIN #, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Did you incur out of pocket expenses to do volunteer work for charity?
<input type="checkbox"/>	<input type="checkbox"/>	Were you over 70 1/2 and transferred money from your IRA directly to a charity?

OTHER EXPENSES

YES	NO	TAX INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay alimony ? (Do not include child support) Amount \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you incur expenses for tax advice related to divorce, alimony, or property settlement?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have gambling losses? They are deductible up to your gambling winnings.

I certify that the above information is true and correct and I have the documentation supporting my responses.

Signature and date