2011 Tax Organizer

This Tax Organizer is designed to help you collect and report the information needed to prepare your 2011 income tax return. The attached worksheets cover income, deductions, and credits, and will help in the preparation of your tax return by focusing attention on your special needs.

Please enter your 2011 information in the designated areas on the worksheets. If you need to include additional information, you may use the back of a worksheet or an additional page.

When possible, 2010 information is included for your reference. You do not need to make any 2010 entries.

Note: The General Questions and Business/Investment Questions worksheets include a variety of questions designed to assist in completing your tax return. If you answer **yes** to any of the questions, be sure to provide the applicable details.

Please provide the following information:

- ☐ A copy of your 2010 tax return (if not in our possession).
- ☐ Original Form(s) W-2.
- ☐ Schedule(s) K-1 showing income or loss from partnerships, S corporations or estates or trusts.
- ☐ Copies of other compensation or pension documentation, such as Form 1099-MISC or Form 1099-R.
- ☐ Form(s) 1099 or statements reporting dividend and interest income.
- ☐ Brokerage statements showing transactions for stocks, bonds, etc.
- ☐ Form(s) 1098 reporting interest paid, copies of real estate tax bills and other information relating to real property holdings.
- ☐ Copies of closing statements regarding the sale or purchase of real property.
- ☐ All other information notices you received, or any items you have questions about.

Thank you for taking the time to complete this Tax Organizer.

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2011
TAX ORGANIZER

Taxpayer Information

Last name . . . . ____________________
First name . . . . ____________________
Middle Initial . . . . . . _____ Suffix . . . . _____
Social security number . . . . ____________________
Occupation . . . . ____________________
Work phone . . . . . . ____________________ Ext . . ________
Cell phone . . . . ____________________
E-mail address . . . . . ____________________
Date of birth . . . . ____________________

Spouse Information

Last name . . . . ____________________
First name . . . . ____________________
Middle Initial . . . . _____ Suffix . . . . _____
Social security number . . . . ____________________
Occupation . . . . ____________________
Work phone . . . . ____________________ Ext. . ________
Cell phone . . . . ____________________
E-mail address . . . . . . ____________________
Date of birth . . . . ____________________

Address . . . . . ____ Apartment number . . . ________
City . . . . ____________________ State . . . . . _____ ZIP Code . . . ____________
Home phone . . . ____________________ Fax number . . . . . ____________________

Dependent Information

First name / Last name	MI / Suffix	Social Security Number / Relationship	Date of Birth	Months Lived with Taxpayer	Child Care Expense

Child and Dependent Care Provider Expenses

Name	Address	ID Number	Amount Paid

Education Tuition and Fees

Attach all Form 1098-Ts and a list of your qualified education expenses.

Student Loan Interest Paid

Enter total 2011 qualified student loan interest . . . . ____________________

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Attach Form(s) W-2 – Wages, Salaries, Tips and Other Compensation

Employer Name	2010 Amount

Attach Form(s) 1099-R – Distributions from Pensions, Annuities, Retirement, Profit-Sharing, IRAs, etc

1099-R Payer Name	2010 Amount

Attach Form(s) SSA-1099 – Social Security/Railroad Benefits

	Taxpayer	Spouse
Social Security Benefits from Form SSA-1099		
Railroad Retirement Benefits from Form RRB-1099		
Medicare B premiums withheld		
Medicare D premiums withheld		

Attach Form(s) 1099-MISC – Miscellaneous Income

1099-MISC Payer Name

Attach Form(s) 1099-INT – Interest Income

1099-INT Payer Name	2010 Amount

Attach Form(s) 1099-DIV – Dividend Income

1099-DIV Payer Name	2010 Amount

Attach Form(s) 1099-B, 1099-S – Sales of Stocks, Bonds, Real Estate, etc

Attach all stock sale transaction information, including initial cost information.

Other Government Forms to attach:

Form(s) 1099-G – Certain Government Payments, Schedule K-1s – Partnership, S-Corporation, Trust or Estate Income, Form(s) W-2G – Gambling or Lottery Winnings, Form(s) 1099-Q – Payments from Qualified Education Programs

Other Income:

Alimony, jury duty, unreported tips, disability income, etc. Business, rentals, farms: Attach income and expenses for any business, rental or farm you own. Include a list of all new equipment acquired this year, including date of purchase and cost.

Retirement Plan Contributions

	Taxpayer	Spouse
Traditional IRA contributions made for 2011		
Roth IRA contributions made for 2011		
SEP, Keogh, Individual 401(k) or SIMPLE Contributions		

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Medical and Dental Expenses

	2011 Amount	2010 Amount
Prescription medications		
Health insurance premiums		
Doctors, dentists, etc		
Hospitals, clinics, etc		
Eyeglasses and contact lenses		
Miles driven for medical purposes:		
From 01/01/11 thru 06/30/11		
From 07/01/11 thru 12/31/11		
Other medical and dental expenses:		

Taxes

	2011 Amount	2010 Amount
Real estate taxes paid on principal residence		
Real estate taxes paid on additional homes or land		
Auto license registration fees based on the value of the vehicle		
Other personal property taxes		

Interest Expenses

Home mortgage interest paid – Attach Form(s) 1098.

Lender's Name	2011 Amount	2010 Amount

Points paid on loan to buy, build or improve main home

Lender's Name	2011 Amount

Cash/Check/Credit Contributions

	2011 Amount	2010 Amount

Noncash Charitable Contributions

Attach all receipts with details listing the following information: Donee, donee address, description of donation, date acquired and date contributed, your cost, value at time of donation, and how you acquired the property.

Miscellaneous Deductions

	2011 Amount	2010 Amount
Union and professional dues		
Professional subscriptions, books, supplies		
Uniforms and protective clothing (including cleaning)		
Job search costs		
Taxpayer educator expenses		
Spouse educator expenses		
Tax return preparation fees		
Safe deposit box rental		
Gambling losses (to the extent of gambling income)		
Other expenses (list):		

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2011 Questions

		Yes	No
1	Did a lender cancel any of your debt in 2011? (Attach any Forms 1099-A or 1099-C)	☐	☐
2	Did you make energy efficient improvements to your home or purchase any energy-saving property during 2011? If **yes,** please attach details	☐	☐
3	Did you purchase a motor vehicle or boat during 2011? If **yes,** attach documentation showing sales tax paid.	☐	☐
4	Did you purchase a hybrid or electric vehicle in 2011? If **yes,** enter year, make, model, and date purchased: ______	☐	☐
5	Did you donate a vehicle in 2011? If **yes,** attach Form 1098C	☐	☐
6	What was the sales tax rate in your locality in 2011? ______ % State ID ______		
7	Did your marital status change during 2011? If **yes,** explain: ______	☐	☐
8	Were you or your spouse permanently and totally disabled in 2011?	☐	☐
9	Do you have dependents who must file?	☐	☐
10	Do you have children who are under age 19 or a full time student under age 24 with investment income greater than $1900?	☐	☐
11	Did you provide over half the support for any other person during 2011?	☐	☐
12	Did you incur adoption expenses during 2011?	☐	☐
13	Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?	☐	☐
14	Did you receive any disability payments in 2011?	☐	☐
15	Did you receive tip income **not** reported to your employer?	☐	☐
16 a	Did you buy, sell, refinance, foreclose or abandon a principal residence or other real property in 2011? If **yes,** attach closing or escrow statements, 1099-C or 1099-A forms.	☐	☐
b	If you sold a home, did you claim the First-Time Homebuyer Credit when you purchased it?	☐	☐
17	Did you incur any casualty or theft losses during 2011?	☐	☐
18	Did you incur any non-business bad debts?	☐	☐
19	Did you pay any individual for domestic services in 2011?	☐	☐
20	Did you buy or sell any stocks or bonds in 2011?	☐	☐
21	Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses?	☐	☐
22	Did you incur any moving expenses? If **yes,** attach details	☐	☐
23	Did you or your spouse elect continuation of COBRA coverage after your employment was involuntary terminated?	☐	☐
24	Did you receive any income not included in this Tax Organizer? If **yes,** please attach information.	☐	☐
25	Do you expect your income and deductions in 2012 to be the same as 2011? If **no,** attach explanation of changes expected.	☐	☐
26	If you paid any alimony, enter recipient's SSN: ______ Alimony paid: ______		
27	Enter your state of residence **Taxpayer** ______ **Spouse** ______		

Electronic Filing and Direct Deposit of Refund

	Yes	No
If your tax return is eligible for Electronic Filing, would you like to file electronically?	☐	☐
The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts. If you receive a refund, would you like direct deposit?	☐	☐

If **yes,** please provide a voided check (not a deposit slip) if your bank account information has changed.

What type of account is this? Checking ☐ Savings ☐

Estimated Tax Paid

Federal		State			Local		
Date	Amount	Date	Amount	ID	Date	Amount	ID

Additional Information (Enter any additional information here and attach any documents.)

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