2011 TAX ORGANIZER

making sense of your cents
SWISHER & WALKER
financial group

Please complete this tax organizer and return with your tax documents to your tax preparer.

Checklist:

Personal Information

- All W2's including W2-G's (Gambling)
- All 1099's (MISC, DIV, R, INT, SSA, G) – we need the forms, not just a prepared list
- Verify your dependent information (name, ss#, date of birth)
- All income information (unemployment, alimony, social security, state refund, miscellaneous income)
- Home mortgage interest & real estate taxes (if you do NOT have an escrow account, we need a copy of your real estate tax bill)
- Charitable contributions (donee, amount and description)
- Medical expenses (if you believe the total medical expenses will exceed 7.5% of income)
- Unreimbursed business expenses
- Student Loan interest
- Tuition payments (and year in school of student)
- IRA contributions (and type of IRA)
- If you sold stock, bonds or mutual funds during the year, provide all forms 1099-B. For sale of real estate provide: a description of the property,
- date of purchase, date of sale, purchase price, selling price, expenses of sale, improvements or other cost/basis additions, and closing
- statements (HUD settlement statements) for purchase and sale.
- If you refinanced your home, include a copy of the closing statement (HUD settlement statement)
- Alimony paid (or received)
- Did you buy your home in 2011? Include a copy of the closing statement (HUD settlement statement)
- Did you purchase any energy efficient property for your primary residence? Please provide details.
- Any debt forgiven? Include 1099-C and details of the transaction
- Child care expenses (provider name & address, SS# or EIN#, and amount paid per child)
- Estimated taxes (need amounts and dates of payment)
- Copies of returns (schedule K-1) for partnerships, joint ventures, S-corporations, estates or trusts
- If you are new client, we will need a copy of last year's tax return
- Any other items relevant to your situation

Important Dates to Remember

January 17, 2012 - 4th quarter 2011 ES vouchers due
January 31, 2012 - W2's/1099's to employees must be mailed
March 15, 2012 - Corporate returns are due
April 17, 2012 - Personal returns are due
April 17, 2012 - 1st quarter 2012 ES vouchers due

Privacy Policy

We collect nonpublic information about you from the following sources:

1) Information we receive from you on applications, 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 firms 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.

Sign Here

The enclosed information is furnished for use in my income or estimated tax and for that purpose only, and shall be treated as confidential. This information is correct to the best of my knowledge and belief.

Your signature	Date	Spouse's Signature	Date
► ______________________	__________	► ______________________	__________

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Personal Data

Filing Status: ☐ Single ☐ Married Filing Joint ☐ Married Filing Separate ☐ Head of Household

Taxpayer Name	SSN
Spouse Name	SSN
Address	Apt no.
City	State / Zip
Foreign State/Province	Foreign Postal Code
Foreign Country	

Taxpayer Date of Birth	Spouse Date of Birth
Occupation	Occupation
Daytime phone: Ext:	Daytime phone: Ext:
Evening phone: Ext:	Evening phone: Ext:
Cell:	Cell:
E-mail	E-mail
☐ Full time student ☐ Blind ☐ Active military	☐ Full time student ☐ Blind ☐ Active military
Do you want $3 to go to the Presidential Election Camp Fund? ☐	Does your spouse want $3 to go to the Presidential Election Camp Fund? ☐

Date and time of this year's appointment

Income Taxes Paid

Federal

		2011 estimate date due	2011 est amount	Amount paid	Date paid	Check no.
2010 Refund		April 15, 2011				
2010 Refund applied to 2011		June 15, 2011				
2010 Balance Due		Sept. 15, 2011				
		Jan. 18, 2012				

	Amount paid	Date paid	Check no.	Amount paid	Date paid	Check no.	Amount paid	Date paid	Check no.
Additional payments made									

Resident State

		2011 estimate date due	2011 est amount	Amount paid	Date paid	Check no.
2010 Refund		April 15, 2011				
2010 Refund applied to 2011		June 15, 2011				
2010 Balance Due		Sept. 15, 2011				
		Jan. 18, 2012				

	Amount paid	Date paid	Check no.	Amount paid	Date paid	Check no.	Amount paid	Date paid	Check no.
Additional payments made									

Local

		2011 estimate date due	2011 est amount	Amount paid	Date paid	Check no.
2010 Refund		April 15, 2011				
2010 Refund applied to 2011		June 15, 2011				
2010 Balance Due		Sept. 15, 2011				
		Jan. 18, 2012				

	Amount paid	Date paid	Check no.	Amount paid	Date paid	Check no.	Amount paid	Date paid	Check no.
Additional payments made									

Dependents

Name: **SSN:**

First name/MI		Last name		Suffix	
SSN/ITIN		Relationship		Number of months lived with you	
DOB		Does this dependent have income over $950? ☐		**2011**	**2010**
Child Care Credit - qualifying expenses incurred and paid in 2011					
Child Care Credit - portion of qualifying expenses provided by employer					
Education Credits - current year qualifying expenses for American Opportunity Credit					
Education Credits - current year qualifying expenses for Lifetime Learning Credit					
First name/MI		Last name		Suffix	
SSN/ITIN		Relationship		Number of months lived with you	
DOB		Does this dependent have income over $950? ☐		**2011**	**2010**
Child Care Credit - qualifying expenses incurred and paid in 2011					
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Education Credits - current year qualifying expenses for American Opportunity Credit					
Education Credits - current year qualifying expenses for Lifetime Learning Credit					

Miscellaneous Information

Name: **SSN:**

General Information

Yes	No	
		1. Were there any changes to your filing status or number of dependents during 2011?
		2. Can you or your spouse be claimed as a dependent by someone else?
		3. Did you incur any childcare expenses?
		4. Did you have a change in residence or job location during the year?
		5. Did you move during 2011? From where? ____________ Date of move ____________
		6. Did you reside in more than one state during 2011? If yes, which states? ____________
		7. Did you receive any notices from the IRS or the state taxing agency? If yes, please attach.
		8. Would you like a copy of your tax return sent to you via email?
		9. Did you receive an Economic Recovery Payment in 2011 from social security benefits, supplemental security income, or pension benefits?

Income Information

Yes	No	
		1. Have you received all W-2s from all employers? How many W-2s are attached? ________
		2. Did you use your vehicle on the job other than for commuting to work?
		3. Did you have an employer-provided vehicle which you drove home or used personally? If so, enter the lease value. $____________
		4. Did you work out of town at any time during the year?
		5. Did you earn income from a state other than the state in which you live? If yes, what state and how much? ____________
		6. Did you or your spouse receive any tips not reported to your (or your spouse's) employer?
		7. Did you receive any disability income during the year? $____________. Attach 1099-R.
		8. Did you have an interest in or signature over a bank or brokerage account in a foreign country? Were you a grantor of or transferor to a foreign trust?
		9. Did you earn interest from, or are you an authorized signature holder on, a foreign bank account?
		10. Did you have any income from, or pay taxes to, a foreign country?
		11. Did you engage in any bartering transactions during 2011?
		12. Did you surrender any U.S. Savings Bonds during 2011?
		13. Did you receive any state or local income tax refunds from prior years?
		14. Do you or your spouse have any IRA accounts?
		15. Did you recharacterize any IRAs this year?
		16. Did you or your spouse "roll over" a profit-sharing or retirement plan distribution into another plan?
		17. Did you receive a Schedule K-1 from a partnership, S corporation, or trust? If so, please attach.
		18. Did you or your spouse receive any social security benefits during the year? Attach Form(s) SSA-1099.
		19. Did you receive any type of prize, award, or gambling winnings during 2011?
		20. Did you receive any of the following: Unemployment Income, Combat Pay, Jury Duty and/or Alimony, or Maintenance Received? If so, what and how much? ____________
		21. Did you receive any income not shown in this organizer? If so, please list. ____________
		22. Does anyone owe you money that has become uncollectible?

Comments: ____

Miscellaneous Information

Name: **SSN:**

Yes	No	Business Information
		1. Did you start a new business or purchase any rental property during 2011?
		2. Have you purchased any business assets (furniture, equipment, etc.) or converted any assets to business use? If yes, please list on an attached sheet the date placed in service, cost or basis of asset, business use percentage, etc.
		3. Did you dispose of any business assets (including real estate)? If yes, please list on an attached sheet the date removed from service, selling price and expense of sale.
		4. Did you own rental property? What percentage of time did you spend managing your rentals? ________________
		5. Did you purchase any gasoline, diesel, or special fuels for non-highway business use?

Yes	No	Other Information
		1. Were any tuition costs paid during 2011 (even if classes were attended in another year)?
		2. Did anyone in your household attend higher education classes in 2011?
		3. Did you incur a loss due to damaged or stolen property?
		4. Did you purchase a home for your personal residence between April 8, 2008, and December 31, 2008 in which the First-Time Homebuyer Credit was taken on the home?
		5. Did you refinance your principal home or your second home or make a home equity loan during the year? If yes, please provide all escrow, closing, and other pertinent documentation and information.
		6. Did you purchase or sell a home that you used as a principal residence? If yes, please provide closing documentation.
		7. If yes to question 6 was the First-Tome Homebuyer Credit taken?
		8. Did you make any gifts to any one person in 2011 in excess of $13,000? If so, are you splitting this gift with your spouse?
		9. Did you pay wages to any household employees (babysitter, housekeeper, nanny, etc.)?

To itemize deductions, bring receipts and documentation for these types of expenses:

- [ ] Prescriptions, first-aid
- [ ] State/local income taxes
- [ ] Mortgage interest
- [ ] Tax preparation fees
- [ ] Gambling losses (up to amount of winnings)
- [ ] Cash donations to charity (provide all receipts)
- [ ] Medical/Dental/Vision expenses and insurance premiums, mileage and lodging for seeking medical care (but not meals)
- [ ] Real estate and personal property taxes paid in 2011
- [ ] Unreimbursed employee/work-related expenses (if self-employed, do not include items reported on Schedule C)
- [ ] Fair market value of property donated to charity
- [ ] Purchase price of new goods donated or used in volunteer work

Comments: ____

Itemized Deductions, Estimated Taxes Paid, Other Income, Tuition & Daycare

INTEREST	
Mortgage - 1st Home	
Mortgage - 2nd Home	
Home Equity	
Refinance Points (date ________)	
Margin Interest	

TAXES	
1st Home	
2nd Home	
Prior Year State/Local tax due	

MEDICAL EXPENSES	
Doctors, Dentist, Insur, etc.	
Prescriptions	
Long Term Insurance Prem.	
Medical travel (in miles)	miles

CASH CONTRIBUTIONS (receipts required)	
Church	
Other	
Travel for charity (in miles)	miles

OTHER INCOME	
State Tax Refund	
Alimony Received	
Unemployment Comp.	
Soc. Security (Box 5)	
Medicare Premium W/H	
Fed W/H	

ESTIMATED TAX PAYMENTS

Q	Federal Date & Amount	State Date & Amount
1		
2		
3		
4		
T	$	$

NON-CASH CONTRIBUTIONS (receipts required)	
Given to:	
Address:	
City/State/Zip	
Value of Goods	$
(attach list if more than one)	

MISCELLANEOUS	
Union Dues	
Tax Preparation Fee	
Safe Deposit Box	
IRA Custodial Fees	
Investment Periodicals	
Job Search Expense	
Inv Advisory Fees	

UNREIMBURSED BUSINESS EXPENSES	
Meals	
Travel/Hotels	
Supplies	
Business Miles	miles
Telephone/Internet	

COLLEGE ILLINOIS/BRIGHT START 529 PLAN	

DAY CARE EXPENSE (FORM 2441)	
PROVIDER 1:	
ADDRESS:	
AMT PD:	EIN/SS#:
CHILDREN CARED FOR:	
PROVIDER 2:	
ADDRESS:	
AMT PD:	EIN/SS#:
CHILDREN CARED FOR:	

EDUCATIONAL EXPENSE INFORMATION: (includes private school K-12)

SCHOOL NAME / CITY	STUDENT NAME	GRADE	TUITION & FEES	BOOKS/SUPPLIES REQUIRED

SELF EMPLOYMENT INFORMATION	BUSINESS NAME	

Taxpayer? □ Spouse? □

Total Sales		(Sales should equal the deposits made for year)

Total Cost of Goods Sold				
	Materials		Beg. Inventory:	
	Subcontractors		Ending Inventory:	
	Purchases			

EXPENSES

Advertising		Repairs Expense	
Commissions/Fees		Supplies Expense	
Dues & Publications		Taxes	
Interest Expense		Travel Expense	
Legal & Prof. Fees		Meals & Entertainment	
Office Expense		Telephone	
Rent (office) Expense		Utilities	
Equipment Rental Exp		Wages (gross W2's)	
Auto Expense		Postage	
Auto (Miles)		Bank Charges	
Business Insurance		SEP/SIMPLE/401(k)	

ASSETS PURCHASED

DATE	AMOUNT	ASSET PURCHASED	NOTES:

SALE OF SECURITIES

NAME	Date Purchased	Date Sold	Sale Price	Cost

RENTAL INCOME	PROPERTY 1	PROPERTY 2	PROPERTY 3	PROPERTY 4
Address				
City/State				
Property Cost / Land Cost				
Date placed in service				
RENT RECEIVED				
Expenses				
Advertising				
Auto & Travel				
Auto Miles				
Cleaning & Maintenance				
Commissions Paid				
Insurance				
Interest Expense				
Legal & Professional				
Repairs & Maintenance				
Supplies				
Taxes				
Utilities				
Association Dues				
Pest Control				
Other				

RESIDENTIAL ENERGY CREDIT - for primary residence only

Description	Date of purchase	Cost	30% Credit

NOTES/COMMENTS