2009 Tax Return Organizer

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Due to the significant number of changes in the '09 tax law, documentation you are required to maintain, and increased preparer penalties, we have expanded and combined the questionnaire/checklist into a single organizer. Please print, complete, sign & date this organizer prior to your office appointment to assist us in completing your return in a timely manner.

Upon completion of your returns, we will provide you with a complete printed or electronic copy of your returns. Subsequent paper copies of your returns may be subject to a $25 fee.

On occasion, the Federal, State or Local tax authority may contact you in writing regarding your return. We suggest you read the notice and if you do not understand it, you should make the initial phone call listed on the notice and inquire why it was sent to you. If you request our assistance, we may charge you a fee for us to provide assistance to you.

Name/Completed by:____

Yes	No	**During 2009, please "✔" check the applicable box. When checking "yes" bring all applicable documentation/tax forms to your tax appointment:**
☐	☐	During 2009, did you receive any notice (from IRS, State or Local) regarding any prior tax return?
☐	☐	Did your marital status, address or dependents change during 2009?
☐	☐	Do you feel you provided at least ½ the support to anyone who <u>DID NOT</u> live with you?
☐	☐	Did any of your children under 19 or F/T students under 24 earn interest/dividend income > $1,900?
☐	☐	Do you have any foreign bank accounts/trusts or pay any foreign taxes?
☐	☐	If you received social security, VA benefits or RRB in '09, did you/spouse receive the $250 economic recovery payment? As confirmation, please call SSA 800-772-1213, VA 800-827-1000, or RRB by visiting their website www.rrb.gov/recovery before coming in for your tax appointment.
☐	☐	Did you sell any stocks, bonds, business assets, or other investment property during the year?
☐	☐	Did you receive any prizes, awards, jury duty, lottery/gambling winnings, alimony, unemployment, disability, or any miscellaneous income? **Please circle all that apply**
☐	☐	Did you receive distributions from any retirement type plan? Any retirement rollovers/conversions?
☐	☐	Did you have any debts cancelled or forgiven during 2009?
☐	☐	Did you give up, have any property foreclosed, seized or taken over during 2009?
☐	☐	Did you lend money to anyone that had become un-collectible in 2009?
☐	☐	Did any investments have a ZERO value (<u>must be $0.00 to be worthless</u>) during 2009?
☐	☐	Did you suffer an investment loss from any Ponzi scheme during '09? These are now investment theft losses that can be written off as itemized deductions.
☐	☐	Did you buy a <u>new:</u> motor home, motorcycle or vehicle < 8,500 lbs between 2/17/09 - 12/31/09?

☐ ☐ Did you pay any adoption expenses in 2008 or 2009 for an adoption that was finalized in 2009?

☐ ☐ Did you start a business, farm, purchase a rental property, or acquire an interest in a business?

☐ ☐ Did you purchase or sell your principal residence in 2009? If yes, bring in the settlement sheet(s).

☐ ☐ New Clients only – Did you purchase a new home in 2008 & receive the refundable tax credit?

☐ ☐ Did you refinance any mortgage or loan? If yes, bring in the settlement sheet(s) for the refi.

☐ ☐ Does your total mortgage debt exceed $1,000,000 or home equity debt exceed $100,000?

☐ ☐ Teachers Only (K-12, non-athletic) Did you have any out of pocket teaching supplies, books, etc?

☐ ☐ Did you make any payments towards a student loan or have any educational expenses? (the above question applies to payments made for you & any of your dependents)

☐ ☐ Have you already or do you plan to make a contribution to your IRA, SEP or SIMPLE plan?

☐ ☐ Did you use your car on the job? (other than commuting to and from work)

☐ ☐ Did you incur moving expenses during the year due to a change of employment?

☐ ☐ Did you or your spouse pay for expenses to work out of town for part of the yr? (temporary job site)

☐ ☐ Did you make a contribution in 2010 for Haiti earthquake relief? This can be deducted in 2009.

☐ ☐ Did you have any casualties (fire, flood, theft, damage, etc) during the year?

☐ ☐ Did you install any solar, fuel cell, wind, or geothermal systems in your house in 2009?

☐ ☐ Did you receive a distribution from an Educational Savings Account or Qualified Tuition Program?

☐ ☐ Did you or a dependent incur tuition expenses required for college/university or vocational school?

☐ ☐ Did you make a contribution to anyone's State 529 plan during 2009? (Deductible for PA purposes)

☐ ☐ Did you give any clothing or any items to Goodwill, Salvation Army, Purple Heart, etc.? Note: We will need dates & values. Also, any single item valued > $5,000 needs an independent appraisal.

☐ ☐ Did you make any IRS, State or Local estimated tax payments (other than taxes withheld)?

☐ ☐ Did you pay child/dependent expenses so you/your spouse could work/look for work during 2009?

☐ We would appreciate your assisting us in reducing paper consumption by allowing us to provide you with a complete copy of your 2009 return in a PDF password protected email. Check the left box.

☐ If you still prefer a paper copy, please check the box to the left.

For direct deposit refunds or bank debit payment for taxes due, please complete:
Name of your Bank:____________________________________Branch: ____________________
Routing # ____________________ Account # ____________________

Is this a ____ Checking Account or a ____ Savings Account

Signature: ____ Date: _______________

Please refer us to your friends, co-workers & family members. As always, we appreciate your business & your referrals! We look forward to seeing you soon.

Please bring all of the following applicable 2009 documents with you for your schedule appointment. We would appreciate if you could present these items to us in the following order as it will make the preparation more efficient and timely:

- ☐ 2008 Federal/State/Local returns (**only if we didn't prepare them)**. Applicable depreciation sheets for rentals.
- ☐ New clients only or if you have a new dependent - Social security cards for you, your spouse, and dependents (including any person that did not live with you but you supported more than 50%).
- ☐ Please bring all Local Tax Forms (otherwise, call your twp office to get your 2009 local earned income tax rate)

2009 INCOME & DEDUCTION SUMMARY DOCUMENTS / INFORMATION:

- ☐ W-2 Forms from all employers & last pay stub - for reference (returns can't be prepared from pay stubs alone)
- ☐ 1099 Income Forms (Interest, Dividend, Retirement, Debt Cancellation, etc) (including State/Local refund forms)
- ☐ 1099-Brokerage Statements reporting security sales & year-end/annual brokerage or investment statements
- ☐ *Cost basis statement/calculation from all stock/mutual fund sales (this will help keep tax prep fees down) **Please contact your broker/advisor & obtain the cost basis for all 2009 sales prior to your scheduled appt time. www.bigcharts.com can provide a good estimate for unknown historical stock costs.**
- ☐ Social Security benefits rec'd year-end statement(s) (contact SSA 800-772-1213 for a duplicate copy if not rec'd)
- ☐ Unemployment benefits rec'd year-end stmnt(s) (contact 888-313-7284 or unemployment online www.state.pa.us)
- ☐ Schedule K-1 Forms, Federal & State(s), for interests in a Partnership, S Corporation, &/or Estate/Trusts
- ☐ Farm income received this past year including from sales of livestock, crops, etc & a summary of farm expenses
- ☐ Alimony received or paid during 2009, 1099-G from Gambling winnings (including losses), all other misc income
- ☐ Income received from each Rental/Investment Properties & summary of expenses/property paid during 2009
- ☐ Settlement sheets for all properties purchased &/or sold during '09.
- ☐ If you refinanced, please contact the lender to confirm if you paid points (amount paid & length of loan needed)
- ☐ 1099-Misc Forms and other related summary for income received but not reported on a 1099-Misc. Also, an expense summary related to this income (we do not need you to bring actual receipts)
- ☐ Summary of un-reimbursed business mileage & expenses
- ☐ Real Estate taxes paid in '09 (school, county, township) & Forms 1098 for all mortgage/equity loans
- ☐ Sales tax paid in 2009 on any car, boat, or large item purchased
- ☐ Federal, State, Local Income tax estimate payments (detailed by date & amount paid)

- ☐ List of charitable contributions (cash & check). A separate statement is needed for each donation over $250.
- ☐ Non-cash contribution receipts–what/where/ & when donated, estimated thrift shop value & approx original cost
- ☐ Invoice for ’09 energy efficiencies for insulation, new heating system, water heater, solar system, windows, etc.
- ☐ Day care/summer camps for dependents under age 13: provider name, address, EIN or SSN & amount paid
- ☐ Health/dental insurance & all related out of pocket medical expenses. The medical deduction also includes tuition paid for a dependent to attend special schooling. Only medical expenses over 7.5% of income are deductible.